

# STATE OF NORTH DAKOTA

## General Ledger Basics Training Manual

|   |           |
|---|-----------|
| <b>SYSTEM OVERVIEW .....</b>                                      | <b>5</b>  |
| ChartFields .....   | 5         |
| Ledgers .....   | 6         |
| Business Units .....  | 6         |
| Journals .....  | 6         |
| Effective-Dating .....  | 7         |
| <b>DEPOSIT JOURNAL ENTRIES .....</b>                              | <b>8</b>  |
| <b>Step 1: Enter and Save Journal Entry.....</b>                  | <b>8</b>  |
| Journal Entry Header Page.....                                    | 9         |
| Journal Entry Lines Page.....                                     | 12        |
| Journal Entry Totals Page .....                                   | 15        |
| <b>Step 2: Editing, and Budget Checking Journal Entries .....</b> | <b>15</b> |
| Journal Entry Lines Page.....                                     | 15        |
| <b>Step 3: Printing Journal Entries .....</b>                     | <b>17</b> |
| Journal Entry Lines Page.....                                     | 17        |
| Report Manager.....   | 17        |
| <b>SPEEDTYPES .....</b>   | <b>18</b> |
| <b>Step 1 – Set Up SpeedTypes.....</b>                            | <b>18</b> |
| Speedtypes Set Up Page.....                                       | 18        |
| <b>Step 2: Use the SpeedType in a Journal Entry .....</b>         | <b>19</b> |
| Journal Entry Lines Page.....                                     | 19        |
| <b>COPYING JOURNAL ENTRIES .....</b>                              | <b>21</b> |
| <b>Step 1: Prepare Copy Journal Request .....</b>                 | <b>21</b> |
| Copy Journal Reversal Hyperlink .....                             | 22        |
| <b>Step 2: Run the Copy Process .....</b>                         | <b>24</b> |
| Process Scheduler.....  | 24        |
| <b>JOURNAL ENTRY DELETE .....</b>                                 | <b>25</b> |
| <b>Run Delete Process .....</b>                                   | <b>25</b> |



|   |           |
|---|-----------|
| Journal Entry Lines Page.....                                   | 25        |
| <b>JOURNAL ENTRY EDIT ERRORS.....</b>                           | <b>27</b> |
| Journal Entry Lines Page.....                                   | 27        |
| <b>GL JOURNAL BUDGET EXCEPTIONS .....</b>                       | <b>29</b> |
| <b>Step 1: View the Exception .....</b>                         | <b>29</b> |
| GL Journal Exceptions Tab: Budget Override.....                 | 29        |
| GL Journal Exceptions Tab: Budget ChartFields.....              | 31        |
| Line Exceptions.....  | 31        |
| Line Exceptions Tab: Line Values.....                           | 32        |
| Line Exceptions Tab: Line ChartFields.....                      | 32        |
| Line Exceptions Tab: Line Amount.....                           | 33        |
| <b>Step 2: Correct the Error .....</b>                          | <b>33</b> |
| <b>STANDARD JOURNAL ENTRIES.....</b>                            | <b>34</b> |
| <b>Step 1: Create or Identify Model Journal Entry .....</b>     | <b>34</b> |
| <b>Step 2: Create or Identify the Schedule to be Used.....</b>  | <b>34</b> |
| Schedules Page.....   | 35        |
| <b>Step 3: Define Standard Journal Entry.....</b>               | <b>36</b> |
| Standard Journal Definition Page.....                           | 36        |
| <b>Step 4: Create Standard Journal Entries.....</b>             | <b>38</b> |
| Standard Journal Batch Page.....                                | 38        |
| <b>Step 5: Review Standard Journal Entries .....</b>            | <b>39</b> |
| <b>SPREADSHEET JOURNAL IMPORT.....</b>                          | <b>41</b> |
| <b>Step 1: Create Spreadsheet.....</b>                          | <b>41</b> |
| JRNL.xls Control Worksheet.....                                 | 41        |
| JRNL.xls Spreadsheet Worksheet.....                             | 43        |
| <b>Step 2: Importing the Journal Worksheet .....</b>            | <b>46</b> |
| <b>BUDGET OVERVIEW.....</b>                                     | <b>49</b> |
| Commitment Accounting.....                                      | 49        |
| Underlying Data Structure of PeopleSoft Commitment Control..... | 50        |
| Budget Structure Example .....                                  | 51        |

|  |           |
|--|-----------|
| <b>ADDING BUDGETS .....</b>  | <b>52</b> |
| <b>Step 1: Enter Budget Journals Header Information.....</b>             | <b>52</b> |
| Budget Journals Search Page .....  | 52        |
| Budget Journals Header Page.....   | 54        |
| <b>Step 2: Enter Budget Journals Line information .....</b>              | <b>55</b> |
| Budget Journals Lines Page – ChartFields Tab.....                        | 55        |
| Budget Journals Lines Page – Base Currency Details Tab .....             | 56        |
| <b>Step 3: Post the Entry .....</b>                                      | <b>57</b> |
| <b>BUDGET TRANSFERS .....</b>  | <b>58</b> |
| <b>Step 1: Enter Budget Transfer Header Information.....</b>             | <b>58</b> |
| Budget Transfer Search Page .....  | 58        |
| Budget Journals Header Page.....   | 59        |
| <b>Step 2: Enter Budget Journals Line information .....</b>              | <b>60</b> |
| Budget Journals Lines Page – ChartFields Tab.....                        | 60        |
| Budget Journals Lines Page – Base Currency Details Tab .....             | 61        |
| <b>Step 3: Post Journal Entry .....</b>                                  | <b>62</b> |
| <b>DELETION OF BUDGET JOURNALS.....</b>                                  | <b>63</b> |
| Delete Journals Page .....   | 63        |
| <b>ERROR EXCEPTION HANDLING – BUDGET ADJUSTMENTS AND TRANSFERS .....</b> | <b>64</b> |
| <b>Example of a Translation Error.....</b>                               | <b>64</b> |
| Budget Header Page .....   | 65        |
| Budget Lines Page.....   | 65        |
| Budget Errors Page .....   | 66        |
| <b>LEDGER INQUIRY .....</b>  | <b>67</b> |
| <b>JOURNAL INQUIRY.....</b>  | <b>70</b> |
| <b>Drill Down Capabilities.....</b>                                      | <b>72</b> |
| Voucher Accounting Entries Page – Main Information Tab.....              | 73        |
| Voucher Accounting Entries Page – ChartField Tab .....                   | 73        |
| Voucher Accounting Entries Page – Journal Tab .....                      | 74        |
| <b>BUDGET DETAIL INQUIRY .....</b>                                       | <b>75</b> |
| Drill to Ledger.....   | 77        |
| Drill to Budget Journal.....   | 78        |



|   |            |
|---|------------|
| <b>REPORTS .....</b>                                      | <b>79</b>  |
| Selected General Ledger Reports .....                     | 79         |
| Selected Budgetary Reports .....                          | 80         |
| Selected Accounts Payable Reports .....                   | 81         |
| Selected Purchasing Reports .....                         | 81         |
| <br><b>Example Report - Trial Balance .....</b>           | <b>83</b>  |
| Trial Balance Parameters Page .....                       | 83         |
| Report Manager – List Page .....                          | 86         |
| Report Manager – Administration Page .....                | 86         |
| Trial Balance Report .....                                | 87         |
| <br><b>ALLOCATIONS .....</b>                              | <b>89</b>  |
| <b>Step 1: Define Allocation .....</b>                    | <b>89</b>  |
| Allocation Type Page .....                                | 90         |
| Allocation Pool Page .....                                | 90         |
| Allocation Basis Page .....                               | 94         |
| Allocation Target Page .....                              | 97         |
| Allocation Offset Page .....                              | 99         |
| Allocations Output Options Page .....                     | 100        |
| <br><b>Step 2: Define Allocation Group .....</b>          | <b>103</b> |
| <br><b>Step 3: Allocation Request .....</b>               | <b>104</b> |
| <br><b>Step 4: Review Journal Entry .....</b>             | <b>105</b> |
| <br><b>APPENDIX A - JOURNAL AND BUDGET STATUSES .....</b> | <b>106</b> |
| <br><b>APPENDIX B - JOURNAL ENTRY LIFE CYCLE .....</b>    | <b>107</b> |

## SYSTEM OVERVIEW

PeopleSoft General Ledger for Public Sector combines an integrated financial database with General Ledger accounting, budgeting, financial analysis, inquiry, and reporting features that meet the particular reporting and operational needs of State of North Dakota. PeopleSoft General Ledger centrally stores financial data for multiple Business Units while also maintaining unique accounting environments for them.

One of the significant features of PeopleSoft is the module integration. Financial transactions and data from all of the sub-modules (PeopleSoft modules other than GL) are eventually recorded in the GL for tracking and reporting purposes. The GL can process and record journals created almost entirely from controlled processes thus reducing the occurrence of user error.

Some of the key features of the PeopleSoft General Ledger module are:

- Flexible chart of accounts (ChartFields)
- Unlimited ledgers & Business Units
- Powerful reporting & inquiry tools
- Enhanced Journal Entry processing
- Automatic date sensitivity (effective dated transactions)

## CHARTFIELDS

- PeopleSoft General Ledger defines the financial structure of an organization into structural components called ChartFields. These fields classify a company's chart of accounts into the appropriate reporting entities and expenditure categories for financial reporting. When these individual ChartFields are combined together (in what is known as a ChartField distribution string) there are almost an unlimited number of ways to identify a single transaction. The following Chart provides a listing of how the ChartFields have been configured for the State of North Dakota.

| State of North Dakota      | PeopleSoft                | Comments   |
|----------------------------|---------------------------|--|
| Agency (3)                 | <b>Business Unit</b> (5)  | These have been made into 5 characters by adding 2 zeros to the current 3 characters.                                    |
| Fund (3)                   | <b>Fund</b> (5)           | The SAMIS fund value will translate across. Federal fund will use the Grant number and the last digit of the Grant year. |
| Appropriation (3)          | <b>Operating Unit</b> (3) |  |
| Appropriation Line (2)     | <b>Class</b> (5)          | Since this field is stored at the state level, the appropriation number was added to identify the operating unit.        |
| Cost Center (4)            | <b>Department</b> (4)     |  |
| Object Code and GL Account | <b>Account</b> (6)        |  |

| State of North Dakota | PeopleSoft   | Comments |
|-----------------------|--------------|----------|
| Project and Grant     | Project (15) |          |

## LEDGERS

Ledgers store the posted net activity (account balance) for a set of ChartField values by accounting period and fiscal year. PeopleSoft allows for the use of an unlimited number of ledgers. State of North Dakota maintains and posts transactions to nine different ledgers groups. The majority of activity will be posted to the Actuals ledger.

| Ledger Group              | Description   |
|---------------------------|---|
| <b>ACTUALS</b>            | The Actuals ledger records financial transactions from modules such as accounts payable and journals manually entered into the General Ledger.      |
| <b>CAFR</b>               | This ledger is used to post adjustments to the Actuals ledger.  |
| <b>FULLACCRUE</b>         | This ledger is used to post adjustments from the modified accrual basis to the full accrual basis.  |
| <b>APPROPRIATION</b>      | This ledger records a controlling budget and is the highest level of budget for the state. ChartFields include operating unit and a rolled-up fund. |
| <b>APPROPRIATION LINE</b> | Controlling ledger that utilizes the class and operating unit ChartFields.  |
| <b>DEPT</b>               | This ledger is used to track detail budgetary activity at the complete department level.  |

## BUSINESS UNITS

A GL Business Unit in PeopleSoft is a logically structured financial reporting entity with a set of self-balancing books. For example a Business Unit could represent either a single agency of the state government or a single fund administered by a public agency.

Other modules must contain at least one Business Unit specific to that module for each GL Business Unit.

## JOURNALS

Journals represent transactions that are processed through the General Ledger and Posted to the "Actuals" ledger. In addition to journals entered directly, the General Ledger will also receive journals from the Accounts Payable and Payroll.

Journals are the basis of all the financial information that is reported and analyzed, which means the accuracy and timeliness of journal information is critical. One of the key features of PeopleSoft is the ability to efficiently create and accurately post journal entries to the ledgers. This is accomplished through the use of functions such as standard (recurring) journals, journal copy, background and online

posting, journal upload, SpeedTypes, and combination edits. These, and other functions that enhance journal processing, will be discussed later in this reference manual.

## **EFFECTIVE-DATING**

Information stored in critical PeopleSoft General Ledger tables is keyed by effective date, which is the date that the information will take effect. Storing information by effective date maintains historical, current, and future versions of critical data for quick retrieval. Effective dates are determined through the comparison of the system date to the effective date associated with the transaction being processed.

For example, if you plan to establish a new account as of April 1, 2003, create the new account with an effective date of 4/1/2003. No journals or transactions from the sub-module can be posted to the newly created account unless the transaction has an effective date equal to or greater than 4/1/2003.

PeopleSoft's effective-dated design enables an organization to anticipate, prepare for, and responds to changes easily. New Accounts, Funds, Operating Units, Projects, Class, and Depts can be created in the General Ledger system months before planned activation dates, and activity can be recorded for these new ChartField values when their effective dates become active.

Effective dates are accompanied by status codes of active and inactive. These codes enable the maintenance of historical changes within a table by recording the time period that the data is active along with the periods that the data is inactive. The inactive status is used to prevent the use of data outside of its active period while still allowing reporting of the same data within its active period. This is very useful for historical or comparison reporting.



## DEPOSIT JOURNAL ENTRIES

This section of the reference manual will focus on the steps required and pages related to creating a Journal Entry for posting to the Actuals ledger. The steps are as follows:

1. Enter and Save a Journal Entry
2. Edit and Budget Check
3. Print Journal Entry

### STEP 1: ENTER AND SAVE JOURNAL ENTRY

Journal entries are made up of two sections (1) journal header and (2) journal lines.

The journal header contains three attributes that uniquely identify the journal: journal ID, journal date, and Business Unit.

Journal lines record the monetary and statistical amounts and ChartField values associated with each line of the transaction.

Once the header and line information is entered and saved, journals can be edited and posted. Follow the navigation below to input a manual Journal Entry:

**Navigation:** *General Ledger > Journals > Journal Entry > Create Journal Entries > Add a New Value Tab*

#### Journal Entry

Find an Existing Value
Add a New Value

**Business Unit:**

**Journal ID:**

**Journal Date:**

Add

[Find an Existing Value](#) | [Add a New Value](#)

**Business Unit** - The Business Unit will default based on the User's preferences.

**GL Journal ID** - will always default to NEXT. The system automatically assigns the next available journal number to the Journal Entry.

**Journal Date**- will always default to the current date. This date may be changed at this time to effective date (future date or back date) the Journal Entry. The entry cannot be backdated to a closed period.

The Journal Entry component group has five pages:

1. Journal Entry Header
2. Journal Entry Lines
3. Journal Totals
4. Journal Entry Errors – This will be discussed in other sections of the manual.
5. Journal Entry Approval – This page is not used by the State of North Dakota.

After clicking  the Journal Entry Header page will appear.

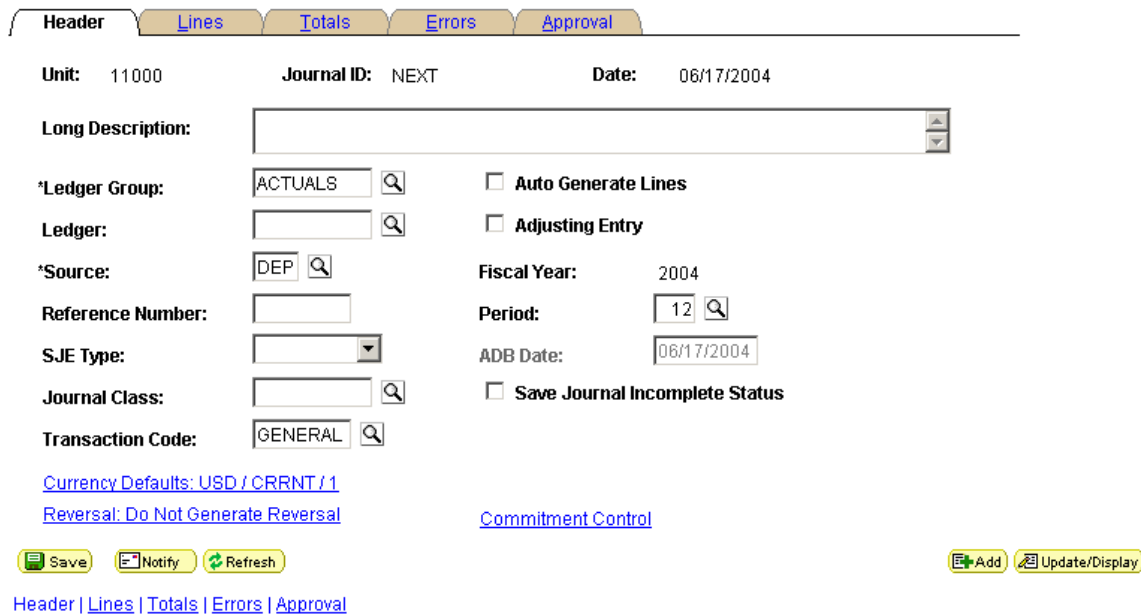
### JOURNAL ENTRY HEADER PAGE

The journal header contains information that uniquely identifies the Journal Entry. The unique information is the Business Unit, Journal ID, and Journal Date. This is the information that was initially entered to create the journal; at this point these unique identifiers cannot be changed.

---

**Note: The journal ID will change from “NEXT” to a number when the Journal Entry is saved or edited.**


---





Header | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)


Unit: 11000      Journal ID: NEXT      Date: 06/17/2004


Long Description:


\*Ledger Group:        ☐ Auto Generate Lines


Ledger:        ☐ Adjusting Entry

\*Source:        Fiscal Year: 2004

Reference Number:       Period:  





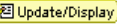
SJE Type:        ADB Date:

Journal Class:        ☐ Save Journal Incomplete Status

Transaction Code:  

[Currency Defaults: USD / CRRNT / 1](#)

[Reversal: Do Not Generate Reversal](#)      [Commitment Control](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

The Journal Entry header also contains options for creating adjustment period entries as well as options for reversing the Journal Entry. The adjustment period is an additional period beyond the 12 monthly periods for year-end adjustments.

**Long Description** – This field is useful for recording a detailed description regarding the journal. The length of this field is 254 characters. The first 30 characters of the description will appear in prompt lists for journals.

**Ledger Group** – This field defaults to “ACTUALS”. Substantially all transactions will fall under the ACTUALS ledger. There are other ledger groups that will be used periodically for GASB 34 reporting and can be selected if needed.

**Ledger** – This field will typically not be used. It should only be used if the Ledger Groups contains multiple ledgers and the Auto Generate Lines option has not been selected. If the Commitment Control Ledger Group is selected you MUST select a ledger. The Ledger Group, Ledger and Auto Generate Lines cannot be changed once you start entering journal lines. If this field is left blank it indicates that the journal lines can be distributed to any existing secondary ledgers.

**Adjusting Entry** – This field is typically not used. It provides a means of differentiating year-end adjustments from normal monthly entries. If this box is checked the journal entry will be posted to period 998 instead of accounting periods 1 through 12.

**Source** – The journal source field identifies the entity responsible for the Journal Entry. Initially, all journals entered on-line should have a source of ONL.

**Reference Number** - Can be used to refer a Journal Entry back to a document, User, invoice, datte, or any information that could be helpful in tracking the source or identity of the transaction.

**Period** – Displays the Period the journal entry will be posted to. You can change the adjustment period by clicking the period box to display a list of valid adjustment periods (as defined on the Detail Calendar) and selecting the one to which you want this entry posted.

**Save Journal Incomplete Status** - Use this option when you are unable to complete entering journal transactions and anticipate finishing the entries at a later time. When selected, you can enter incomplete journal transactions and save them with a status of T - Journal Entry Incomplete. When you complete the journal, clear the checkbox.

**Transaction Code** – Enter a code that indicates the appropriate Inter/IntraUnit Payable or Receivable account. The State of North Dakota will always use GENERAL here.


**Reversal** – Defaults to “Do not Generate Reversal”. To automatically reverse an entry in a future accounting period (as with an accrual), click on the link and then choose one of the date options shown on the Reversal Page.

- **Do Not Generate Reversal** – No reversing entry will be created. This is the system default.
- **Beginning of Next Period** - Creates a reversing entry dated the first day of the subsequent accounting period based on the accounting date of the journal.
- **End of Next Period** – Creates a reversing entry dated the last day of the subsequent accounting period based on the accounting date of the journal.
- **Next Day** – Creates a reversing entry dated the next business day.
- **Adjustment Period** – Creates a reversing entry to the adjustment period you select.
- **On Date Specified** – Lets the user select any date in the calendar of the target (posting) ledger.

**Commitment Control** – Click to open the Commitment Control page where you specify the Commitment Control Amount Type for a control budget. This option is available only if the commitment control option has been enabled. The default is “Actuals and Recognized”, which will be used almost all of the time.

## JOURNAL ENTRY LINES PAGE

**Navigation:** Click on the Lines tab to move to the Journal Entry Lines Page.

Use the Journal Entry Lines page to record the transaction lines that comprise the Journal Entry (i.e. the debit and credit amounts). The journal line page defaults to a single journal line. After entering ChartField values in line 1 click on the insert row icon  below the journal lines. The number of journal lines you selected will be inserted. These new line will be populated by many of the ChartField values in line 1.

Header

Lines

Totals


Errors

Approval

Unit: 11000      Journal ID: NEXT      Date: 06/17/2004      \*Process: Edit Journal      Process

[Template List](#)      [Change Values](#)      [Inter/IntraUnit](#)

| Select                   | Line | *Unit | Entry Event | Account | Fund | Amount | Reference | Journal Line Description  |
|--------------------------|------|-------|-------------|---------|------|--------|-----------|---------------------------|
| <input type="checkbox"/> | 1    | 11000 | 442000      | 105251  | 001  | 892.23 |           | Cash & Equiv at BND - Cui |
| <input type="checkbox"/> | 2    | 11000 | 444000      | 105251  | 001  | 75.43  |           | Cash & Equiv at BND - Cui |

Lines to add: 1      +      -      

Totals

Customize | Find | View All | First 1 of 1 Last

| Unit  | Total Lines | Total Debits | Total Credits | Journal Status | Budget Status |
|-------|-------------|--------------|---------------|----------------|---------------|
| 11000 | 2           | 1,784.46     | 0.00          | N              | N             |

Save

Notify

Refresh

Add

Update/Display

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

**Unit** – References the Business Unit (State Agency.) This field also defaults to the Business Unit from the journal header. It should only be changed if the journal entry is between state agencies.

**Entry Event** – Enter the revenue object here. The value here will eventually trigger a debit to cash and a credit to the revenue account.

**Account** – The account code identifies the functional categorization for each transaction. For instance whether the line is coded to a cash account or an expenditure account such as payroll expense. The States previous system recorded these values in the Object Code and Revenue Code fields. For a deposit entry leave this field blank. Entry Event processing will fill in the values here.

**Fund** – Enter the number that represents the Fund or Grant.

**Amount** – Enter the monetary amount. Positive amounts are debits and negative amounts are credits.

**Reference** – A ten-character field used for transaction descriptions.

**Journal Line Description** – A thirty-character description field. If left blank, the account description will default.

---

**Note:** The journals must balance by the fund and business unit. You can determine whether the entry balances by business unit by viewing the total debits and credits by business unit at the bottom of the lines page.

---

### Buttons/Link on the Journal Line Page

The following is a description of the icons on the journal lines page

|  |  |
|--|--|
| <div>Process</div>                       | <p>Select a task and click on this button to perform the task. Options include:</p> <p><b>Edit Journal</b> – This process runs the Edit Checking process on the current journal. It also invokes the budget checking process if the edit check is valid.</p> <p><b>Budget Check Journal</b> – This process will normally not be run independently of edit. Both processes are tied together and initiate after selecting the edit check process. It should be selected however, when rerunning the budget check after the initial edit was success full, but the budget check had failed. This would be indicated by Journal Status of V (valid) and a Budget Status of E (error).</p> <p><b>Post journal</b> – This process initiates the journal posting process. Only journals that have been successfully Edit Checked and Budget Checked are eligible for posting.</p> <p><b>Print Journal</b>– Prints the journal.</p> <p><b>Copy Journal</b> – Copies the Journal Entry to a new journal.</p> <p><b>Delete</b> – Deletes the current journal.</p> <p><b>Refresh Journal</b> - Retrieves the journal from the database to the page again.</p> <p><b>Edit ChartField</b> - Initiates the journal ChartField edit process to check if the journal has any ChartField related errors, including ChartField edit and combo edit.</p> |
| <div>Inter/IntraUnit</div>               | <p>Click to display Inter/IntraUnit groups box with row counts. This is used for Inter Unit accounting.</p>  |
| <div><a href="#">Template List</a></div> | <p>Access this page to specify previously created templates that define which columns appear in the Journal Lines page. Fields are visible on journal lines unless you create specific journal entry templates to make them unavailable. The State of North Dakota has made several fields not visible.</p>  |

|                               |   |
|-------------------------------|---|
| <a href="#">Change Values</a> | Access the Change ChartField Values page to make global changes to the following ChartFields in your journal. Enter the existing field value and the desired value to which you want to change it. The change will be applied to the journal lines currently displayed on the Line scroll area. |
| <a href="#">Speed Type</a>    | Often there are common transactions in which the same combination of ChartField values is used repeatedly. By creating shortcut keys called SpeedTypes for these frequently used ChartField combinations, you can greatly increase Journal Entry efficiency and reduce errors.                  |

### Journal Lines Scroll Area



To add additional lines to the scroll, enter the number of lines to add in the **Lines to add** field and click the **Insert Journal Lines** button.



Select the check box for any journal line you want to delete and click the **Delete Selected Journal Lines** button.

### Template List – Journal Entry Templates

The Journal Entry Template identifies which fields will be shown on the journal entry. The users will not typically need to modify the template.

### Template List - Journal Line Copy Down

The Journal Line Copy Down settings for templates appear on the same page as the Journal Entry template. It has the same tabs and the same toggle as described for the Show Journal Line Grid. It shows which field values will be copied down from the first line of the journal entry if lines are added to the journal entry.

## JOURNAL ENTRY TOTALS PAGE

**Navigation:** Click on the Totals tab to move to the Journal Entry Totals Page.

Control totals can be used to help ensure the accuracy of journal data and can be particularly helpful when entering a large number of journal lines.

This page summarizes the Journal Entry and shows the total debits and credits in the Journal Entry by business unit, Fund type, and Class-funding. This page is helpful in identifying out-of-balance situations.

[Header](#)
[Lines](#)
[Totals](#)
[Errors](#)
[Approval](#)

Unit: 11000      Journal ID: NEXT      Date: 06/17/2004

Totals

Find | View All    First 1 of 1    Last

| *Unit | *Ledger | Book Code | Bal Sheet Ind | Fund | Adjustment |
|-------|---------|-----------|---------------|------|------------|
| 11000 | ACTUALS |           |               | 001  |            |

Currency: USD

Control Totals

Debits:   
Credits:

Base Currency: USD

Actual Totals

Debits: 1,784.46  
Credits: 0.00  
Net: 1,784.46

Differences

Debits:  
Credits:  
Net:  
Units: 0.00  
Lines: 2

Save


Notify

Refresh

Add

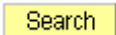
Update/Display

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

After journal input, press the  button. At this time, the Journal ID will change from “NEXT” to an actual assigned number.

## STEP 2: EDITING, AND BUDGET CHECKING JOURNAL ENTRIES

### JOURNAL ENTRY LINES PAGE

**Navigation:** Stay in the journal entry in step one, and select the Journal Lines tab. If you are not already in the journal entry go to General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value Tab. Enter the Business Unit and press . Then select the entry you wish to process.

Individual Journal Entries can be edited, Budget Checked and Posted “on-line”. This is accomplished by utilizing Process field on the Journal Entry Lines page. Examples are contained in the following chart.



## Process

Select a task and click on this button to perform the task. Options include:

**Edit Journal** – This process runs the Edit Checking process and if successful invokes the budget checking process on the current journal.

**Budget Check Journal** – This process should be selected only when a journal line has previously passed Edit Check but has failed Budget Check. This would be indicated by a Journal Status of V (valid) and a Budget Status of E (error). Otherwise, this step does not need to be run independently of Edit Checking. (Note: This is true only for on-line processing from the panel. Batch processing works differently.)

**Post journal** – This process initiates the journal posting process. Only journals that have been successfully Edit Checked and Budget Checked are eligible for posting. At the State of North Dakota, a separate individual will do posting from the person who created the entry.

**Print Journal**– Prints the journal.

**Copy Journal** – Copies the Journal Entry to a new journal.

**Delete** – Deletes the current journal.

**Refresh Journal** - Retrieves the journal from the database to the page again.

**Edit ChartField** - Initiates the journal ChartField edit process to check if the journal has any ChartField related errors, including ChartField edit and combo edit.

On the Journal Lines Page select the process “Edit Journal” and press the **Process** button. You should see a blinking red “**Processing**” sign in the upper right corner of the page. Once it stops blinking you should see a change in the statuses at the bottom of the page.

Header

Lines

Totals

Errors

Approval

Unit: 11000    Journal ID: 0000010668    Date: 06/17/2004    \*Process: Edit Journal    **Process**

[Template List](#)   [Search Criteria](#)   [Change Values](#)   [Inter/IntraUnit](#)   ☐ Errors Only   Line: 10

| Select                   | Line | Unit  | Entry Event | Account | Fund | Amount  | Reference | Journal Line Description  |
|--------------------------|------|-------|-------------|---------|------|---------|-----------|---------------------------|
| <input type="checkbox"/> | 1    | 11000 | 442000      | 105251  | 001  | 892.23  |           | Cash & Equiv at BND - Cui |
| <input type="checkbox"/> | 2    | 11000 | 444000      | 105251  | 001  | 75.43   |           | Cash & Equiv at BND - Cui |
| <input type="checkbox"/> | 3    | 11000 | 442000      | 442005  | 001  | -892.23 |           | Cash & Equiv at BND - Cui |
| <input type="checkbox"/> | 4    | 11000 | 444000      | 444005  | 001  | -75.43  |           | Cash & Equiv at BND - Cui |

Lines to add: 1    +    -

| Unit  | Total Lines | Total Debits | Total Credits | Journal Status | Budget Status |
|-------|-------------|--------------|---------------|----------------|---------------|
| 11000 | 4           | 967.66       | 967.66        | V              | V             |

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)


The Edit Journal process will invoke both edit and budget check if the edit is valid. Upon successfully running this process, both Journal Status and Budget Status should be “V”.

**Note: We will discuss what to do if the statuses are different later in this document.**

## STEP 3: PRINTING JOURNAL ENTRIES

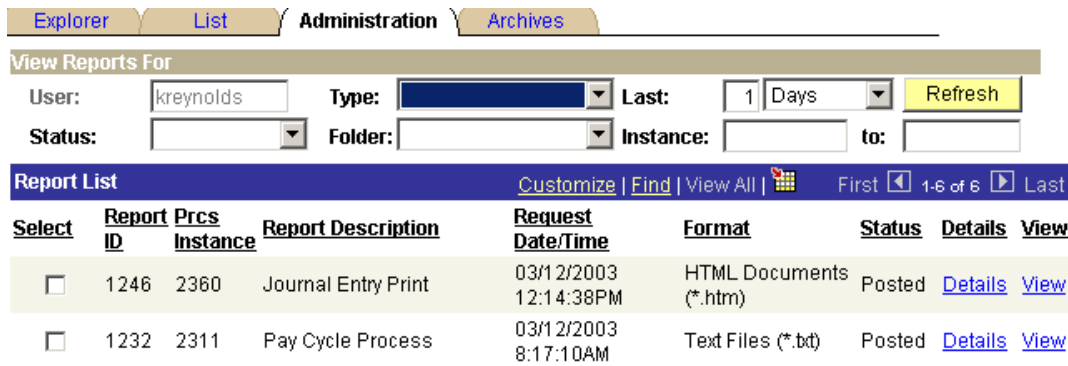
### JOURNAL ENTRY LINES PAGE

**Navigation:** Stay on the Journal Entry Lines page.

Select the Process "Print Journal" and then press the  button. There is nothing more to be done on this page.

### REPORT MANAGER

**Navigation:** Reporting Tools > Report Manager. Then select the Administration tab.

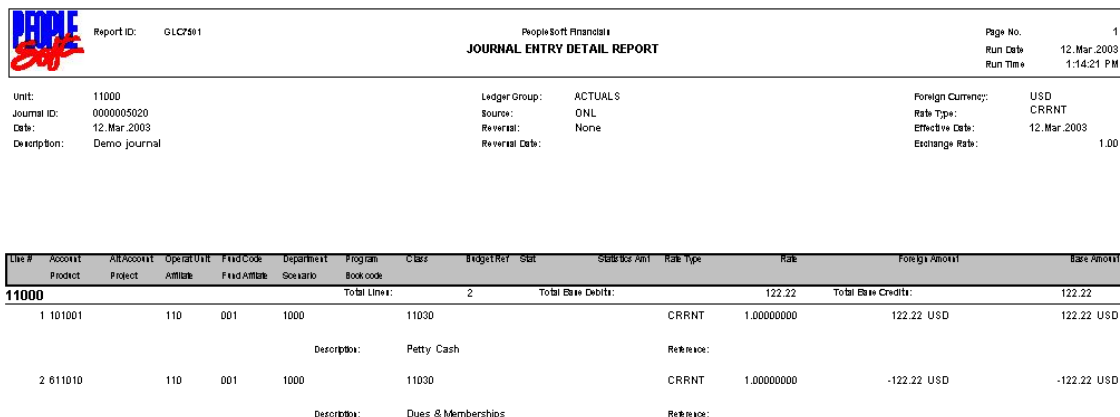


The screenshot shows the 'Administration' tab in the Report Manager. It includes a 'View Reports For' section with fields for User (kreynolds), Type (dropdown), Last (1 Days), Status (dropdown), Folder (dropdown), Instance (dropdown), and a Refresh button. Below this is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Report Description, Request Date/Time, Format, Status, Details, and View. Two reports are listed: 'Journal Entry Print' (Report ID 1246, Prcs Instance 2360) and 'Pay Cycle Process' (Report ID 1232, Prcs Instance 2311).

| Select                   | Report ID | Prcs Instance | Report Description  | Request Date/Time     | Format                 | Status | Details                 | View                 |
|--------------------------|-----------|---------------|---------------------|-----------------------|------------------------|--------|-------------------------|----------------------|
| <input type="checkbox"/> | 1246      | 2360          | Journal Entry Print | 03/12/2003 12:14:38PM | HTML Documents (*.htm) | Posted | <a href="#">Details</a> | <a href="#">View</a> |
| <input type="checkbox"/> | 1232      | 2311          | Pay Cycle Process   | 03/12/2003 8:17:10AM  | Text Files (*.txt)     | Posted | <a href="#">Details</a> | <a href="#">View</a> |

On this page, click [View](#) by the report you would like to see.

**Note: Adobe Acrobat must be installed on your machine in order to see the report.**



The screenshot shows the 'JOURNAL ENTRY DETAIL REPORT' for Report ID GLCF501. It includes a header with 'PeopleSoft Financials', 'Page No. 1', 'Run Date 12.Mar.2003', and 'Run Time 1:14:21 PM'. Below the header is a table with columns: Unit, Journal ID, Date, Description, Ledger Group, Source, Reversal, Reversal Date, Foreign Currency, Rate Type, Effective Date, Exchange Rate, and Rate Amount. The table contains two entries: '1 101001' and '2 611010'.

| Unit     | Journal ID | Date        | Description  | Ledger Group | Source | Reversal | Reversal Date | Foreign Currency | Rate Type | Effective Date | Exchange Rate | Rate Amount |
|----------|------------|-------------|--------------|--------------|--------|----------|---------------|------------------|-----------|----------------|---------------|-------------|
| 11000    | 0000005020 | 12.Mar.2003 | Demo Journal | ACTUALS      | ONL    | None     |               | USD              | CRRNT     | 12.Mar.2003    | 1.00          |             |
| 1 101001 |            |             |              |              |        |          |               |                  |           |                |               |             |
| 2 611010 |            |             |              |              |        |          |               |                  |           |                |               |             |

## SPEEDTYPES

You often have common transactions in which you must enter the same combination of ChartField values repeatedly. By creating shortcut keys called SpeedTypes for these frequently used combinations of ChartFields, you can increase journal entry efficiency and reduce errors.

Assume that you regularly post expenditures to a specific ChartField string. Each time that you create a journal entry that describes this transaction, you enter the same business unit, account, operating unit, fund, class, dept, program, and project. Using a SpeedType key that you define, you can type in one alphanumeric code that automatically enters most of these ChartField values.


### STEP 1 – SET UP SPEEDTYPES


#### SPEEDTYPES SET UP PAGE


**Navigation:** *Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > Speed Types*

**SpeedTypes**

[Find an Existing Value](#) **Add a New Value**

SetID:  

User ID:  

Primary Permission List:  

SpeedType Key:

[Find an Existing Value](#) | [Add a New Value](#)

At this page, the SetID will default based on your user preferences. Please change the SetID to the desired value (your business unit) and populate the other fields as desired. The Key can be any combination of letters and numbers. Entering a user or permission list will limit the usage of the SpeedType. Once the desired information has been entered, press  button. The following page should appear.

**SpeedTypes**

SetID: 11000  
Type of SpeedType: Universal (All Users)

Find | View All First 1 of 1 Last

\*SpeedType Key: 1000  
Description: Demo

Account: 632010 Donated Commodities  
Operating Unit: 110 OMB  
Fund Code: 001 GENERAL FUND  
Department: 1000 Administration  
Program Code:  
Class Field: 11030 Operating Expenses  
Project:  
Currency Code:  
Statistics Code:

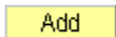
Save Return to Search Notify Add Update/Display

Once the chart fields are entered, press the  button. This completes the set up of speedtypes.

## STEP 2: USE THE SPEEDTYPE IN A JOURNAL ENTRY

### JOURNAL ENTRY LINES PAGE

**Navigation:** to General Ledger > Journals > Journal Entry > Create Journal Entries > Add a New Value Tab.

On the Add a New Value Tab, change the business unit and date to the desired values and press . After adding any required information in the Journal Header tab, move to the Journal Lines Tab. An example of that page follows:

Header Lines Totals Errors Approval

Unit: 11000 Journal ID: NEXT Date: 03/12/2003 \*Process: Edit Journal Process

Template List Change Values Inter/IntraUnit

▼ Lines

| Select                   | Line | *Unit | Speed Type | Account | Oper Unit | Fund | Dept | Program | Class |
|--------------------------|------|-------|------------|---------|-----------|------|------|---------|-------|
| <input type="checkbox"/> | 1    | 11000 | Speed Type |         |           |      |      |         |       |

Lines to add: 1 + -

▼ Totals

| Unit  | Total Lines | Total Debits | Total Credits | Journal Status | Budget Status |
|-------|-------------|--------------|---------------|----------------|---------------|
| 11000 | 1           | 0.000        | 0.000         | I              | N             |

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

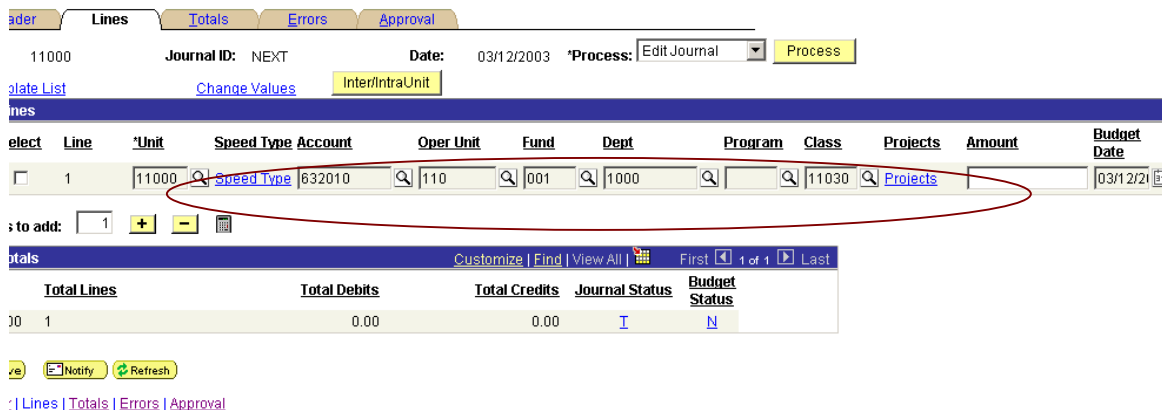
On this page, press the [Speed Type](#) hyperlink to pull up the Speedtype selection box below.

**Note: See the Journal Entry section of this manual if you need a refresher on other aspects of the journal entry. This section only focuses on speedtypes.**

## SpeedType List

| Speed Types                         |               |         |          |           |      |      |         |       |
|-------------------------------------|---------------|---------|----------|-----------|------|------|---------|-------|
| Selected                            | SpeedType Key | Account | Alt Acct | Oper Unit | Fund | Dept | Program | Class |
| <input checked="" type="checkbox"/> | 1000          | 632010  |          | 110       | 001  | 1000 |         | 11030 |

Click on the "Selected" box and press . This will bring you back to the Journal Entry Lines page below.



Journal ID: NEXT Date: 03/12/2003 \*Process: Edit Journal Process

Inter/IntraUnit

| Line | Unit  | Speed Type                 | Account | Oper Unit | Fund | Dept | Program | Class | Projects                 | Amount | Budget Date |
|------|-------|----------------------------|---------|-----------|------|------|---------|-------|--------------------------|--------|-------------|
| 1    | 11000 | <a href="#">Speed Type</a> | 632010  | 110       | 001  | 1000 |         | 11030 | <a href="#">Projects</a> |        | 03/12/2003  |

[Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

As you can see, all ChartFields are populated and ready for normal journal entry processing as described earlier in the Journal Entry section of this manual.

## COPYING JOURNAL ENTRIES

This section provides an overview and discusses how to:

- Run the copy journals process
- Define copy journal dates

### Understanding Copying Journals

You may find that similar or identical journals recur with some frequency. To avoid having to retype the same information, you can use an existing journal as the basis for a new journal entry. You do this on the Copy Journal page.

You can copy posted or unposted journals and then change the header or detail lines, as desired. The copied journal must have a new journal number. The following can be different:

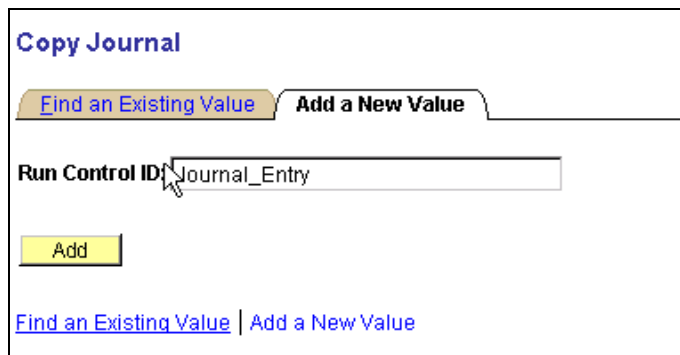
|                      |  |
|----------------------|--|
| <b>Date</b>          | You can copy to either a new journal date  |
| <b>Ledger</b>        | In order to be able to copy a journal to another ledger, both ledgers need to be in the same Ledger Group and Keep Ledgers in Sync should <i>not</i> be enabled. |
| <b>Document type</b> | This is not applicable to the State of North Dakota.   |



Additionally, you can create reversals for the copied journal regardless of whether the original journal had reversals. And you can change the signs of the copied journal.

## STEP 1: PREPARE COPY JOURNAL REQUEST

**Navigation:** *General Ledger > Journals > Journal Entry > Copy Journals*

Initially, you need to select the “Add a New Value” tab and give it a description such as “Journal\_Entry.” The following page will appear. (Subsequently, you may select the “Find an Existing Value” tab and type in “Journal\_Entry.”)



Press  (or  in the Find an Existing Value page). This brings you to the following page.

PS –General Ledger

Page 21 of 108

MAXIMUS, Inc.™ – Proprietary & Confidential – Unauthorized reproduction prohibited.

Copy Journals Request

Run Control ID: Journal\_Entry [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

| *Process Frequency | *Unit | *Journal ID | *Date    | *New Journal | New Date   | Reversal                 | Cur Effdt  | Reverse Signs            | Recalculate Budget Date  | Save Journal Incomplete Status |
|--------------------|-------|-------------|----------|--------------|------------|--------------------------|------------|--------------------------|--------------------------|--------------------------------|
| Once               | 11000 | 0000002227  | 02/24/03 | NEXT         | 03/12/2003 | <a href="#">Reversal</a> | 03/12/2003 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>       |

Select the language in which you want your report printed in the **Language** drop-down list box.

Enter the information to identify the journal you want to copy, including the business **Unit**, **Journal**, and journal **Date**. If the journal is for a ledger group that contains multiple ledgers and does *not* have Keep Ledgers in Sync enabled, the ledger column appears; enter the **Ledger**.

Type the **New Journal** ID of your choice.

Enter a **New Date** for the journal.

Click on the **Reversal** hyperlink to open the GL Copy Journal Processing page where you specify processing options for the journal date for the reversal. This is discussed in detail in the next section.

Select **Reverse Signs** if you want the new journal to have the opposite sign from the original journal. The new journal will be marked with a status of Not Yet Edited, and you must edit it before it can be posted. As a rule, editing a journal executes the validation process required for posting.

If the **Recalculate Budget Date** is selected, the SJE process will set the budget date as the journal date otherwise it will copy the old budget date. This box should usually be checked at the State of North Dakota.

If **Save Journal Incomplete Status** is turned on then the new journal will be saved in an incomplete status.

## COPY JOURNAL REVERSAL HYPERLINK

**Navigation:** Click on *Reversal* hyperlink within the *Copy Journal Page*.

**GL Copy Journal Processing**

**Reversal Date**

☒ **Do Not Generate Reversal**

☐ **Beginning of Next Period**

☐ **End of Next Period**

☐ **Next Day**

☐ **Adjustment Period**

☐ **On Date Specified By User**

Adjustment Period:

Reversal Date:

**ADB Reversal Date**

☒ **Same As Journal Reversal**

☐ **On Date Specified By User**


ADB Reversal Date:

Under Reversal Date, select the appropriate reversal option:

|                           |  |
|---------------------------|--|
| Do Not Generate Reversal  | Assumes no automatic reversal of this entry. This is the default.  |
| Beginning of Next Period  | Creates a reversing entry dated the first business day of the next accounting period. It uses the business calendar that you assigned to the business unit on the General Ledger Definition — Definition page to determine the first business day. |
| End of Next Period        | Creates a reversing entry dated the last business day of the next accounting period. It uses the business calendar that you assigned to the business unit on the General Ledger Definition — Definition page to determine the last business day.   |
| Next Day                  | Creates a reversing entry dated the next business day. It uses the business calendar that you assigned to the business unit on the General Ledger Definition — Definition page to determine the next business day.                                 |
| Adjustment Period         | Enables you to select the adjustment period for which the new journal is to be created.  |
| On Date Specified By User | Enables you to select any date in the calendar of the target (posting) ledger. When you select this option, the system makes available the Reversal Date edit box for you to enter the appropriate date.   |

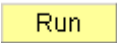


Reversals are marked valid and ready to post when created; they don't need to be edited. When the journal date falls within the journal dates, fiscal year, and open periods specified on the Journal Post page, the system will post reversals as soon as they are created.

Click  to return to the Copy Journal Request page.



## STEP 2: RUN THE COPY PROCESS



### PROCESS SCHEDULER


From the Copy Journal Request Page, press the  button. This brings you to the process scheduler page below.

#### Process Scheduler Request

User ID: kreyolds Run Control ID: Journal\_Entry



Server Name:  Run Date: 03/12/2003 


Recurrence:  Run Time: 2:46:00PM 

Time Zone: 


**Process List**

| Select                              | Description          | Process Name | Process Type       | *Type | *Format |
|-------------------------------------|----------------------|--------------|--------------------|-------|---------|
| <input checked="" type="checkbox"/> | Journal Copy Process | GL_JRNL_COPY | Application Engine | Web   | TEXT    |

Make sure the Server Name is PSNT and the Select box is checked for Journal Copy Process. The press . This kicks off the Journal Copy Process and brings you back to the Copy Journal Request Page below.



**Copy Journals Request**

Run Control ID: Journal\_Entry [Report Manager](#) [Process Monitor](#) 

Language: English

Process Instance: 2427

**Process Requests** [Customize](#) [Find](#) [View All](#)

| *Process Frequency | *Unit | *Journal ID | *Date    | *New Journal | New Date   | Reversal   | Cur Effdt  | Reverse Signs   | Recalculate Budget Date             |
|--------------------|-------|-------------|----------|--------------|------------|--|------------|---|-------------------------------------|
| Once               | 11000 | 0000002227  | 02/24/03 | 0000005021   | 03/12/2003 |  Reversal | 03/12/2003 |  | <input checked="" type="checkbox"/> |

You should notice the new journal entry number and the Process Instance.

**Note: Journals can be copied directly from the Journal Lines Page by using the Process Name: Journal Copy. This may be more expedient.**

## JOURNAL ENTRY DELETE

To delete a journal, select Delete Journal in the Process field on the Journal Entry — Lines page and click Process. The system prompts you with a message before deleting the journal.

---

**Note. You can delete only journals that have not yet been posted. The system makes no audit trail of the deletion because it assumes you are correcting a mistake.**

---

You can delete a journal that has not been posted. Select the Delete Journals checkbox on the Standard Journal Batch page.

If the journal has been budget checked one of several things can happen:

- You can delete a journal that is not yet posted after it successfully passes budget checking. Delete it by navigating to the Journal Lines page, Process field, and choose the option to *Delete Journal*. This process calls the budget checking module, which reverses the budget entries.
- Depending upon the budget setup, Budget Checking runs before the journal is deleted. If deleting the journal violates the budget checking rules, the journal will fail budget checking and cannot be deleted.
- If an error occurs during the budget checking process, (for example, budget on hold or closed), the journal will not be deleted.
- 


---

**Note. You can also *unpost* journal entries that have been posted which is discussed elsewhere.**

---

## RUN DELETE PROCESS

**Navigation:** *General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value Tab*

Press  and select the journal entry to be deleted.

### JOURNAL ENTRY LINES PAGE

Within the journal entry move to the “Lines” tab. The following is an example of the lines page.

[Leader](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

it: 11000      Journal ID: 0000005021      Date: 03/12/2003      \*Process: Delete Journal      Process

[Template List](#)   [Search Criteria](#)   [Change Values](#)   Inter/IntraUnit   ☐ Errors Only   Line: 10

| Select                   | Line | 'Unit | Speed Type                 | Account | Oper Unit | Fund | Dept | Program | Class | Projects                 | Amount |
|--------------------------|------|-------|----------------------------|---------|-----------|------|------|---------|-------|--------------------------|--------|
| <input type="checkbox"/> | 1    | 11000 | <a href="#">Speed Type</a> | 535020  | 110       | 460  | 3020 |         | 11040 | <a href="#">Projects</a> | 7.11   |
| <input type="checkbox"/> | 2    | 11000 | <a href="#">Speed Type</a> | 105251  | 110       | 460  | 3000 |         | 11030 | <a href="#">Projects</a> | -7.11  |

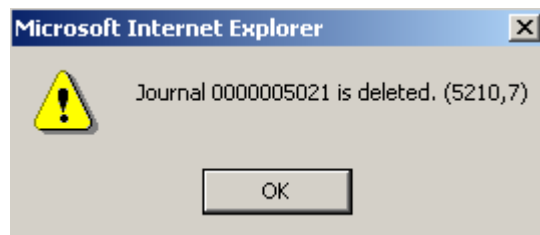
Lines to add:  + - ⌵

| Totals |             |              |               |                   |                   |
|--------|-------------|--------------|---------------|-------------------|-------------------|
| it     | Total Lines | Total Debits | Total Credits | Journal Status    | Budget Status     |
| 000    | 2           | 7.11         | 7.11          | <a href="#">N</a> | <a href="#">N</a> |

Save   Return to Search   Next in List   Previous in List   Notify   Refresh

[Leader](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Within this page, change the Process to “Delete Journal” and press Process. You will be asked if you are sure you want to delete the journal. Just click yes. The following confirmation will pop up on your screen.



No further work is necessary.

# JOURNAL ENTRY EDIT ERRORS

**Navigation:** *General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value Tab*

## Journal Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Business Unit:

=

11000

Q

Journal ID:

begins with

Journal Date:

=

B1

Line Business Unit:

=

11000

Q

Journal Header Status:

=

Journal Has Errors

Budget Checking Header Status:

=

Source:

=

Q

[Basic Search](#)

Enter criteria for Journal Header Status of "Journal Has Errors." Then press . Select any of the journals in the Search Results box. The following is an example Journal Lines Page with errors.

## JOURNAL ENTRY LINES PAGE

Header

Lines

Totals

Errors

Approval

Unit: 11000    Journal ID: 0000004915    Date: 02/26/2003    \*Process: Edit Journal

[Template List](#)   [Search Criteria](#)   [Change Values](#)      ☐ Errors Only   Line: 10

| Select                   | Line | Unit  | Speed Type | Account | Oper Unit | Fund | Dept | Program | Class | Projects | Amount |
|--------------------------|------|-------|------------|---------|-----------|------|------|---------|-------|----------|--------|
| <input type="checkbox"/> | 1    | 11000 | Speed Type | 521015  | 110       | 001  | 3000 |         | 11010 | Projects | 500.00 |

Lines to add: 1

| Unit  | Total Lines | Total Debits | Total Credits | Journal Status | Budget Status |
|-------|-------------|--------------|---------------|----------------|---------------|
| 11000 | 1           | 500.00       | 0.00          | E              | N             |

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

You can view journal entry errors by clicking the E in the Journal Status section of the Journal Entry - Lines page, by clicking on the "Errors" tab at the top of the page or by clicking on the "X" on any line under the Error column. Either of these navigations takes you to the Journal Entry – Errors page.

Header

Lines

Totals

Errors

Approval

Unit: 11000      Journal ID: 0000004915      Date: 02/26/2003

Header Errors

Customize | Find | First 1 of 1 Last

| Unit  | Field Name      | Field Long Name       | Set  | Msg | Message Text  |
|-------|-----------------|-----------------------|------|-----|---|
| 11000 | JRNL_HDR_STATUS | Journal Header Status | 5860 | 48  | Journal is not balanced on journal totals or balancing chartfield totals. |

Line Errors

Customize | Find | First 1 of 1 Last

Message Text

No journal line between line 1 and line 1 is marked in error.

Save

Return to Search

Notify

Refresh

Exit Add

Update/Display

**NOTE: Information regarding any Budget Checking error is shown on the Budget Exceptions Page later in this manual.**

This page describes the errors (both header and line errors) that occurred and which journal lines contain the errors. The **Field Name** for the field in error is shown. It also displays message **Set** that contains the error message, the **Msg** (message number), and **Message Text**. The example shown above only has header errors.

Click the business **Unit** in the **Header Errors** scroll to open the Journal Entry — Lines page and position the cursor in the Journal Status of the Totals scroll.

Click the **Line #** number in the Line Errors scroll to open the Journal Entry — Lines page and position the cursor in the line and field with the error.

Corrections must be made on the Journal Lines page and the Journal Entry must be re-Edit Checked and Budget Checked successfully before the Journal Entry becomes valid for posting.

# GL JOURNAL BUDGET EXCEPTIONS

## STEP 1: VIEW THE EXCEPTION

**Navigation:** *Commitment Control > Review Budget Check Exceptions > Journal*

This component can also be accessed by clicking on the Budget Status value (E) on the Journal Entry page.

### GL JOURNAL EXCEPTIONS TAB: BUDGET OVERRIDE

GL Journal Exceptions

Line Exceptions

Business Unit:

11000

Journal ID:

CNV8202098

Journal Date:

12/21/2002

\*Exception Type:

Error

☐ Override Transaction

☐ More Budgets Exist

[Advanced Budget Criteria](#)

Maximum Rows:

100

Budgets with Exceptions

Customize | Find | View All |

First 1 of 1 Last

Budget Override

Budget Chartfields

|   | Business Unit | Ledger Group | Override Budget          | Transfer  |
|---|---------------|--------------|--------------------------|-----------|
| 1 | 11000         | APP_LN       | <input type="checkbox"/> | Go To ... |

Save

Return to Search


Notify

**Exception Type** - The budget checking status of the transaction. Displays whether the exception is an "Error" or a "Warning."


**Override Transaction** - Enables the entire transaction to update the control budget, even if error exceptions exist. Only for users with the appropriate security access will be able to do this. This option is not available if the transaction passed budget checking with only warning exceptions.


**Maximum Rows** - The maximum number of rows that may be displayed in the scroll area.


**More Budgets Exist** - If selected, the transaction has more exceptions than the number entered in the Maximum Rows field.


 - Click **Budget Override Available Info** button to determine why you can't override a single budget entry. Click the **Tran Override Available Info** button to determine why you can't override the entire transaction. The information displayed is determined on your location.

 - The **Budget Check** button runs the Budget Processor again if the journal entry was changed.

 - The **Budget Check Details** button opens the Commitment Control page, where you can see the source transaction type and the amount type for the journal entry.

 - Click the **Fetch Selection** button on transaction exception pages to refresh the Budgets with Exceptions scroll area. Select on line exception pages to refresh the Transaction Lines with Budget Exceptions scroll area.

 - Accesses detail pages, where you can view the reasons for the exceptions.

 - The **View Related Links** button will open a page with the following options:  
**Go to Source Entry** – This will open the Journal Entry component so that changes can be made to the voucher.  
**Go to Source Inquiry** - This will open the Journal Entry Inquiry component to view the voucher.

[Advanced Budget Criteria](#) - Accesses the Budget Exceptions - Refine Inquiry Criteria page, where you can restrict rows to specific business units, ledger groups, and accounts. Leave these fields blank to return all values.

## GL JOURNAL EXCEPTIONS TAB: BUDGET CHARTFIELDS

The Budget ChartFields displays the rolled-up ChartField values for the budgets with exceptions.

GL Journal Exceptions

Line Exceptions

Business Unit:

11000

Journal ID:

CNVS202098

Journal Date:

12/21/2002

\*Exception Type:

Error

☐ Override Transaction

☐ More Budgets Exist

[Advanced Budget Criteria](#)

Maximum Rows:

100

Budgets with Exceptions


Customize | Find | View All |

First 1 of 1 Last

Budget Override

Budget Chartfields

|   | Business Unit | Ledger Group | Account | Operating Unit | Class | Budget Period |
|---|---------------|--------------|---------|----------------|-------|---------------|
| 1 | 11000         | APP_LN       |         | 110            | 11060 | 2003L1        |

To determine the nature of the error, press the  icon. This brings up the Exception Detail page below.

### Exception Details

**Budget Type:** Appropriation Line Budget  
**Transaction Type:** General Ledger Journal  
**Exception Type:** Error

#### Transaction Header

| Business Unit | Journal ID | Journal Date |
|---------------|------------|--------------|
| 11000         | CNVS202098 | 12/21/2002   |

#### Budget Exception Details and the Transaction Lines

| Exception                | Line | Ledger  | Date Timestamp              |
|--------------------------|------|---------|-----------------------------|
| Exceeds Budget Tolerance | 444  | ACTUALS | 02/25/2003 7:38:08.780000AM |
| Exceeds Budget Tolerance | 432  | ACTUALS | 02/25/2003 7:38:08.780000AM |

OK

## LINE EXCEPTIONS

The Lines Exceptions tab displays the actual details for journal entry lines with budget exceptions.



GL Journal Exceptions

Line Exceptions

Business Unit:

11000

Journal ID:

CNVS202098

Journal Date:

12/21/2002

\*Line Status:

Error

☐ Override Transaction

Maximum Rows:

100

☐ More Lines Exist

Line From:

Line Thru:

Transaction Lines with Budget Exceptions

Customize | Find | View All |

First 1-2 of 2 Last

Line Values

Line Chartfields

Line Amount

| Line | Ledger  | Budget Date | GL Business Unit |
|------|---------|-------------|------------------|
| 432  | ACTUALS | 12/21/2002  | 11000            |
| 444  | ACTUALS | 12/21/2002  | 11000            |

Save

Return to Search

Notify

**Line Status** – Displays the budget checking status of the transaction line.

**Line From/Line Thru** - To view a range of lines, enter the voucher line numbers in these fields. The prompt list shows only journal lines with exceptions.

**More Lines Exist** - If selected, the transaction has more transaction line exceptions than the number entered in the Maximum Rows field.

## LINE EXCEPTIONS TAB: LINE VALUES

This tab shows basic information regarding the erroneous journal line.

## LINE EXCEPTIONS TAB: LINE CHARTFIELDS

The Line ChartFields displays the actual (not rolled-up budget) ChartField values for the journal lines with exceptions.

GL Journal Exceptions

Line Exceptions

Business Unit:

11000

Journal ID:

CNVS202098

Journal Date:

12/21/2002

\*Line Status:

Error

☐ Override Transaction

Maximum Rows:

100

☐ More Lines Exist

Line From:

Line Thru:

Transaction Lines with Budget Exceptions

Customize | Find | View All |

First 1-2 of 2 Last

Line Values

Line Chartfields


Line Amount




| Line | Account | Operating Unit | Dept | Fund Code | Class | Program Code |
|------|---------|----------------|------|-----------|-------|--------------|
| 432  | 712115  | 110            | 7140 | 001       | 11060 |              |
| 444  | 712050  | 110            | 1000 | 211       | 11060 |              |

## LINE EXCEPTIONS TAB: LINE AMOUNT



The Line Amount displays the monetary amount for the journal lines with exceptions.




**GL Journal Exceptions** | **Line Exceptions**


**Business Unit:** 11000    **Journal ID:** CNVS202098     **Journal Date:** 12/21/2002



\*Line Status:     ☐ Override Transaction   

Maximum Rows:     ☐ More Lines Exist


Line From:      Line Thru:  

**Transaction Lines with Budget Exceptions**    Customize | Find | View All |     First  1-2 of 2  Last

**Line Values** | **Line Chartfields** | **Line Amount** 

| Line  | Foreign Amount | Monetary Amount |
|---|----------------|-----------------|
|  432 | 26,500.00 USD  | 26,500.00 USD   |
|  444 | 63,000.00 USD  | 63,000.00 USD   |

## STEP 2: CORRECT THE ERROR

After reviewing the budget control exception, use the View Related Links option  at the top of the page next to the Journal; next select the [Go to Source Entry](#) link to transfer back to the Journal Lines page where you can go to the Line field group to correct the error.

## STANDARD JOURNAL ENTRIES

With Standard Journal Entries (SJE), you can automate the entry of similar or identical journals. You can define three types of standard journal entries:

- Recurring
- Template
- Spread

Use Recurring journal entries for repetitive transactions that use the same accounting information and amounts. Monthly rent, automobile lease payments, and amortization expenses are examples of recurring items for which you might charge constant amounts to the same ChartField combinations each period.

Use Template journal entries for regular, periodic transactions that you charge to the same ChartField combinations using varying amounts. Examples include monthly payroll, utility, and telephone expenses. You can schedule regular, recurring postings for standard journals, such as weekly postings, or schedule postings for selected dates.

You have the option to schedule journal entries automatically on predetermined dates using template SJE. Examples include bonus payments and accrued interest. You can also create template SJE for known ChartField combinations without specific dates or schedules. You can set up schedules that determine when standard journal entries will post, and you can enter recurring schedules, such as weekly closings, or individual dates and times to help pinpoint specific events.

Use Spread journal entries for transactions for which the entire cost is spread proportionately throughout the year.

### STEP 1: CREATE OR IDENTIFY MODEL JOURNAL ENTRY

**Navigation:** *General Ledger > Journals > Journal Entry > Create Journal Entries > Find an Existing Value Tab*

Before you can define recurring, template, or spread journals, you must first create *model* journal entries using the Journal Entry pages. The standard entries and their models must be from the same business unit.

### STEP 2: CREATE OR IDENTIFY THE SCHEDULE TO BE USED

Schedules are used to automate and control the generation of recurring journal entries. You can define daily, weekly, monthly, or annual schedules for recurring transactions such as closing schedules—or schedule specific user-defined events such as expense report due dates.

Schedules control the frequency of processing. For example, if you pay your rent on the 15th of each month, select a monthly schedule that specifies the day of the month as the 15th. By defining schedules that are tailored to your accounting environment, you can easily automate the creation of a Standard

Journal Entry (SJE) or a group of SJE. You can set up daily, weekly, monthly, annual, or user-defined schedules. User-defined schedules enable you to specify specific dates and times.

**Navigation:** *Set Up Financials/Supply Chain > Common Definitions > Calendars/Schedules > Schedules > Find an Existing Value*

## Schedules

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Add a New Value](#)

SetID:

Schedule ID:

[Basic Search](#)

## Search Results

View All First 1-2 of 2 Last

| SetID | Schedule ID | Description          |
|-------|-------------|----------------------|
| SHARE | DAILY       | Daily Occurrence     |
| SHARE | MONTHLY     | Monthly Distribution |

From this page, you can view an existing schedule. All schedules will be in SetID "SHARE." If your desired schedule does not exist, you can switch to the Add a New Value tab and create one. In this case, we will select MONTHLY. Upon selecting the run control the following page appears.

## SCHEDULES PAGE

[Schedules](#)

SetID: SHARE Schedule ID: MONTHLY \*Description: Monthly Distribution

Description: Monthly Distribution

Frequency: Monthly

Month:

Day of the Week:

Day of the Month: 1 ☐ Last Day of the Month

Days of the Week

Months

User-Defined Events

| *Occurrence | *Date | Hour | Minute | Description |
|-------------|-------|------|--------|-------------|
| 1           |       |      |        |             |

## Frequency

This specifies how often the event will recur. Values are:

**Annually:** Specifies an annual schedule. This option activates the Month and Day of the Month for you to enter the values.

**Daily:** Specifies a daily schedule. The *Daily* option activates the *Days of the Week* check boxes for you to select or clear specific days.

**Monthly:** Specifies a monthly schedule. This option activates the Day of the Month and Last Day of the Month and the Months check boxes for you to select or exclude individual months.

**User Defn** (user defined): Sets up User-Defined Events schedules for specific dates when an event will take place. When you use this option, you can enter an Occurrence number (for multiple occurrences), the Date, and a Description. Do not specify Hours or Minutes for schedules used for SJEs.

**Weekly:** Specifies a weekly schedule. The Weekly option activates the Days of the Week for you to enter a value.

**Note.** When you specify a day of the month for monthly schedules, use the **Day of the Month** edit box to enter any day up to and including day 28. Use the **Last Day of Month** edit box to enter the absolute last day of the month, whether it's day 28, 29, 30, or 31.

## STEP 3: DEFINE STANDARD JOURNAL ENTRY

**Navigation:** General Ledger > Journals > Standard Journals > Define Journal Entries

### STANDARD JOURNAL DEFINITION PAGE

Standard Journal Definition

Unit: 11000    SJE ID: FIRE    \*Description: Fire & Tornado Premium

SJE Detail
Find | View All    First 1

Seq Nbr: 1    \*Description: Fire & Tornado Premium

\*SJE Type: Recurring    Status: Active    Error Msg:

Model Journal

\*Journal ID: 0000002232    \*Date: 02/24/03    Status: Posted

Standard Journal

Journal: FIRE1    Document Type:

☒ Allow Lines to be Modified  
☐ Save Journal Incomplete Status

Create Standard Journals

Schedule: MONTHLY    Monthly Distribution    From Date: 02/01/2003    To Date: 05/31/2003

Journal Creation Lead Days: 0

Standard Journals Created

Save    Return to Search    Notify    Add

After the **SJE ID** field is a long description field for you to describe this standard journal.

The **Seq Nbr** (sequence number) identifies the number of the SJE Detail. The next field is a description of this detail. One SJE may have multiple SJE Details.

Enter a description of the standard journal entry.

Select the **SJE Type**:

**Template** PeopleSoft General Ledger uses a template as a data entry model for other journal entries. You can automatically reproduce it on a fixed schedule like recurring SJEs, or you can use it on request. When you define the template, specify whether or not you want the ChartField values copied from the model to the generated journal entry. Examples of templates are monthly payments with different amounts such as telephone and utilities.

**Recurring** A recurring journal entry is any entry that should be automatically recorded in its entirety according to a fixed **Schedule**. These entries contain the same ChartField values and amounts, such as monthly rent, lease payments, and depreciation expense.

**Spread** In a spread journal entry, the total amount is spread proportionately across all the periods.  
For example: A company charges you a flat fee of USD 10,000 annually to perform a service for you. You could simply divide that amount by 12 and create recurring entries for the same amount each month ( $\text{USD } 10,000 / 12 = 833.33$ ).

The **Status** appears as:

**Active** When your first create an SJE, its status is active. The SJE may have more journals to be created.

**Error** This signifies that the last time the Standard Journal process attempted to process this SJE, an error occurred. The SJE will continue to show a status of *Error* until the next time the batch process is run after the problem causing it is fixed.

**Completed** All the standard journals for this SJE have been created. An SJE with a status of *Completed* may still be modified. To do this, reactivate the SJE and extend the range of dates or periods.

In the **Model Journal** group box, specify the model **Journal** for the standard journal entry. This model journal must belong to the same business unit as the SJE.

Once you select your **Journal** and **Date**, the Model Journal **Status** appears. Your model journal must conform to the following requirements:

- It must have a status of *SJE Model* if it is a Spread SJE.
- It must have a status of *SJE Model*, *Valid*, or *Posted* if it is a Template or Recurring SJE.

In the **Standard Journal** group box, enter the **Journal ID** for the standard journal.

The **Allow Lines to be Modified** check box controls whether or not the standard journals can be modified using the Journal Entry page before being posted. Clear it if you want to prevent standard journals from being modified.

In the **Create Standard Journals** group box, specify the sequence of dates of the standard journals to be created.

If the SJE Type you specified is either *Template* or *Recurring*, the **Schedule** field will display, allowing you to enter the frequency of your SJE's. In the **From/To Date** fields, enter the range of your SJE's.

If your SJE Type is *Spread*, designate the range of periods in the **From Year/Period** and **To Year/Period** fields. Also, enter the journal date of the standard journals in the **Journal Day in Calendar Period** field. For example, entering 20 in this field designates that the journal date of the standard journals will be the 20th day of each period. This designates the journal date only, not the date on which the system creates the standard journal.

The **Journal Creation Lead Days** field enables you to create standard journals in advance. Enter the number of days in advance of the journal date that you would like the standard journals to be ready for creation. If you leave this field blank, the system creates the standard journals on the journal date.

If you need to change the details, such as ChartFields, dollar amounts, or statistical amounts on standard journals, use one of these two options:

- Open the SJE in the Standard Journal page and select a different Model journal.
- Open the model journal in the Journal Entry page and modify it as necessary, provided it has not yet been posted. No change to the SJE itself is necessary.

## STEP 4: CREATE STANDARD JOURNAL ENTRIES

**Navigation:** General Ledger > Journals > Standard Journals > Create Standard Journals

### STANDARD JOURNAL BATCH PAGE

Standard Journal Batch

Run Control ID: Journal\_Entry
Report Manager
Process Monitor
Run

Language: English

| Process Requests   |       |          |        |              |                          |                                     | Customize | Find | View All | First | 1 of 1 | Last |
|--------------------|-------|----------|--------|--------------|--------------------------|-------------------------------------|-----------|------|----------|-------|--------|------|
| *Process Frequency | Unit  | From SJE | To SJE | *Description | Delete Journals          | Recalculate Budget Date             |           |      |          |       |        |      |
| Always             | 11000 | FIRE     | FIRE   | Fire Charges | <input type="checkbox"/> | <input checked="" type="checkbox"/> |           |      |          |       |        |      |

This page allows the user to select one or more standard journal definitions for purpose of creating standard journal entries. Once the definition is properly identified, press the **Run** button. This brings up the process scheduler as follows:

## Process Scheduler Request

User ID: krenolds Run Control ID: Journal\_Entry

---

Server Name:  Run Date: 03/13/2003

Recurrence:  Run Time: 11:01:19AM

Time Zone:

| Select                              | Description            | Process Name | Process Type       | *Type | *Format |
|-------------------------------------|------------------------|--------------|--------------------|-------|---------|
| <input checked="" type="checkbox"/> | Standard Journal Entry | GL_SJE       | Application Engine | Web   | TXT     |

The process you want to run is already selected for you; click "OK" .

## STEP 5: REVIEW STANDARD JOURNAL ENTRIES

**Navigation:** General Ledger > Journals > Standard Journals > Review Journals > Find an Existing Value

### Standard Journals

Enter any information you have and click Search. Leave fields blank for a list of all values.

#### Find an Existing Value

Business Unit:

Standard Journal:

[Basic Search](#)

### Search Results

View All First  1 of 1  Last

| Business Unit | Standard Journal |
|---------------|------------------|
| 11000         | FIRE             |



On this page enter the business unit and Standard Journal Entry number if known. Then press **Search**. This brings up the following page.

### Standard Journals

Unit: 11000 SJE ID: FIRE Description: Fire & Tornado Premium

| Journals Created                                  |            |            |        |            |     |        |       |            |  |
|---|------------|------------|--------|------------|-----|--------|-------|------------|--|
| Customize   Find   View All   First 1-4 of 4 Last |            |            |        |            |     |        |       |            |  |
| Journal   | Date       | Ledger Grp | Source | Status     |     | Debits | Lines | Run Date   |  |
| FIRE1   | 05/01/2003 | ACTUALS    | ONL    | Edit Req'd | USD | 500.00 | 4     | 03/13/2003 |  |
| FIRE1   | 04/01/2003 | ACTUALS    | ONL    | Edit Req'd | USD | 500.00 | 4     | 03/13/2003 |  |
| FIRE1   | 03/01/2003 | ACTUALS    | ONL    | Edit Req'd | USD | 500.00 | 4     | 02/24/2003 |  |
| FIRE1   | 02/01/2003 | ACTUALS    | ONL    | Posted     | USD | 500.00 | 4     | 02/24/2003 |  |

This page identifies all the standard journal entries that were created for the specific SJE definition. At this point the process of creating standard journal entries is complete.

**Note: Once created, standard journal entries must be processed like any other journal entry. Please refer to the Journal Entry section of this manual for the steps involved in journal entry processing.**

## SPREADSHEET JOURNAL IMPORT

On occasion you may use a spreadsheet application such as Excel to calculate amounts for large Journal Entries (i.e. allocations, payroll entries, etc.). The journal import feature of PeopleSoft eliminates the manual input of Journal Entries by allowing you to import data directly from a spreadsheet application (Excel) to the General Ledger. The basic steps are: use a spreadsheet application to calculate the data you need for the Journal Entry, copy the amounts to the upload file (JRNL1.xls), add the appropriate journal line and journal header information, then simply click on the import button. The Journal Entry will be automatically created in PeopleSoft for Edit Checking, Budget Checking, and Posting.

There are three files that need to be in the same directory on your workstation. The files are GLLOG.XLT, JRNLMCRO.XLA, & JRNL1.XLS. **Copy** them to your network drive. You will probably want to set up a new folder in your C: drive such as "Psoft Spreadsheet Journals."

### STEP 1: CREATE SPREADSHEET

**Navigation:** Go to the same network drive and directory noted above.

Open the JRNL1.xls file.

---

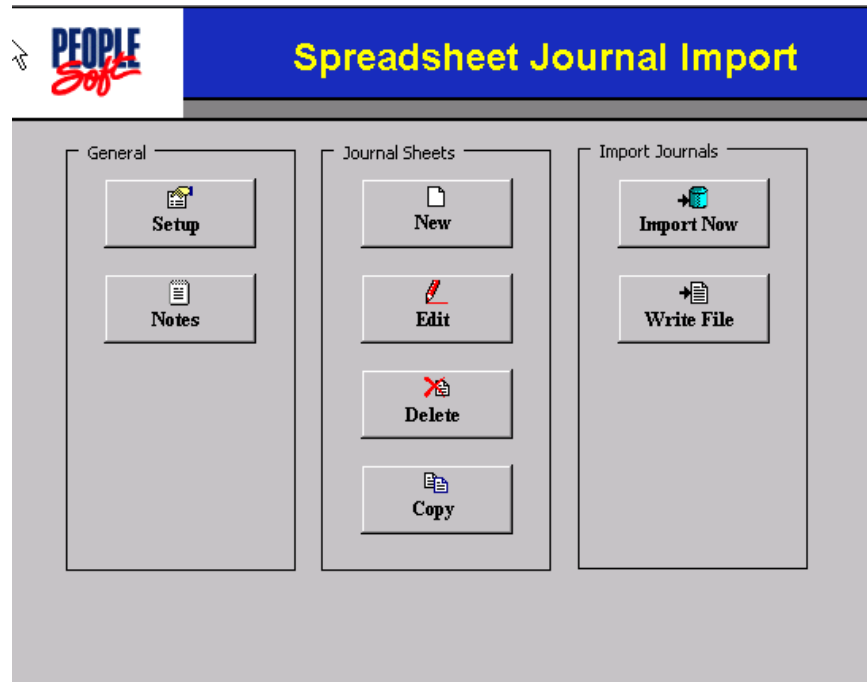
**NOTE:** When opening the spreadsheet you will be asked if you want to enable the macros. You must answer, "Yes" to activate the spreadsheet functionality.

---

This is a modified Excel spreadsheet and most of the functionality of Excel (i.e. copy, cut, paste, etc.) can be used in this spreadsheet.

### JRNL.XLS CONTROL WORKSHEET

The initial worksheet in the JRNL1.xls file, the Control Worksheet, is shown below.



### Journal Sheet Option Buttons

The Control worksheet has four sets of buttons: Workbooks, Journal Sheet Options, Import Controls, and Batch Import Controls.

The buttons in the Journal Sheet Options box allow you to create and edit worksheets that contain Journal Entries.



Press the New button to insert a new journal sheet. The JRNL1.xls file can contain as many journal sheets as needed (limited by the number of worksheets allowed within your version of Excel).



Press the Edit button to select one journal sheet in the workbook to edit.



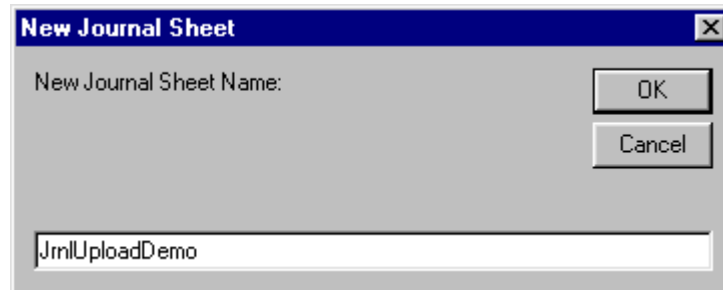
Press the Delete button to delete one or more journal sheets in the workbook.



Press Copy to copy a selected journal worksheet to a new name.

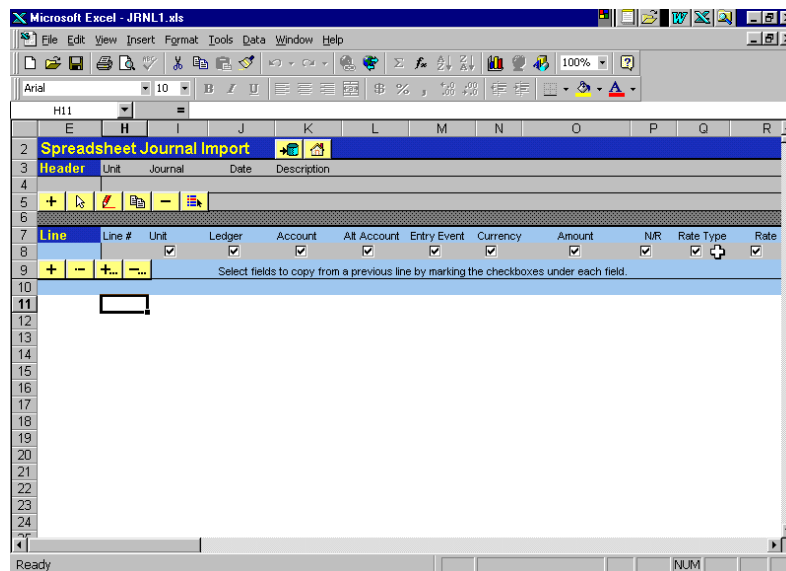
Entering Journals in JRNL1.xls

To enter a worksheet for a new journal, press the NEW button on the Control Worksheet. Enter a Journal Sheet Name in the dialog box.




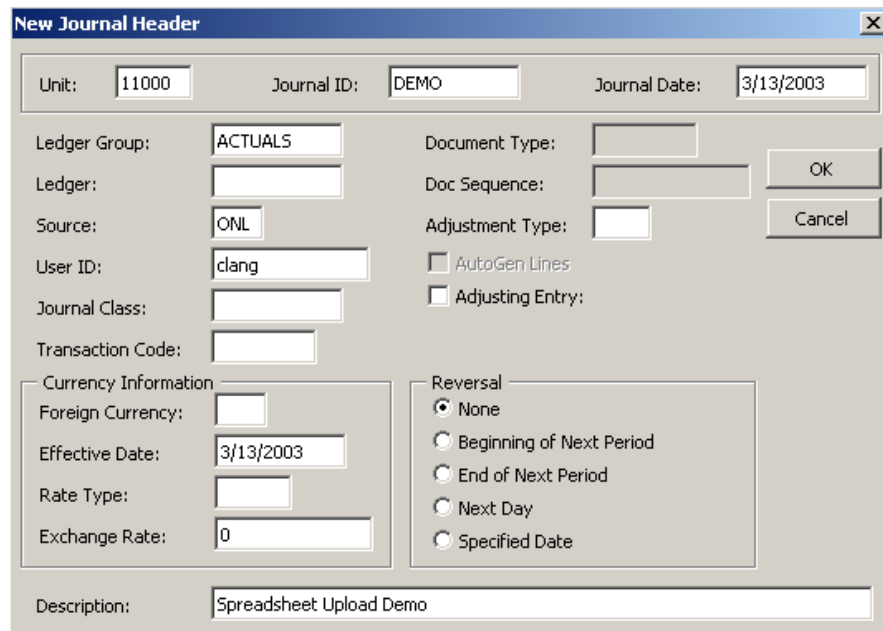
This creates a spreadsheet worksheet.

### JRNL.XLS SPREADSHEET WORKSHEET



Just as a manual Journal Entry input directly into the General Ledger has two sections, the journal header and journal lines, so does the Journal Entry worksheet. The top section, shown in gray, is for the journal header information, and the lower section, shown in green is for the journal line information.

To insert a journal header click on the  button in the Header section. The Journal Header dialog box (shown below) appears.



Enter the following information:

**Unit** – Input the appropriate Business Unit.

**Journal ID** – Input a journal ID. This can be a maximum of 10 characters. Note, since this is an Excel spreadsheet which is not linked to PeopleSoft you CANNOT use a journal ID of NEXT. It is recommended that you use a series of letters and numbers that are not similar to the auto numbering scheme. You may want to use a specific prefix for the entry such as “SS.”

**Journal Date** – Enter the effective date of the journal in the MM/DD/YYYY format.

**Ledger Group** - Input the Ledger Group, this typically should be ACTUALS.

**Ledger** - Input the Ledger, if needed.

**Source** - This is the journal source.

**User** – Enter your User ID

**Foreign Currency** – Enter USD (US Dollars)

**Effective Date** – Defaults to the current date.


**Reversal** – Select a reversing date if this is appropriate, the default is None.

**Description** – Enter a long description of the Journal Entry if required.

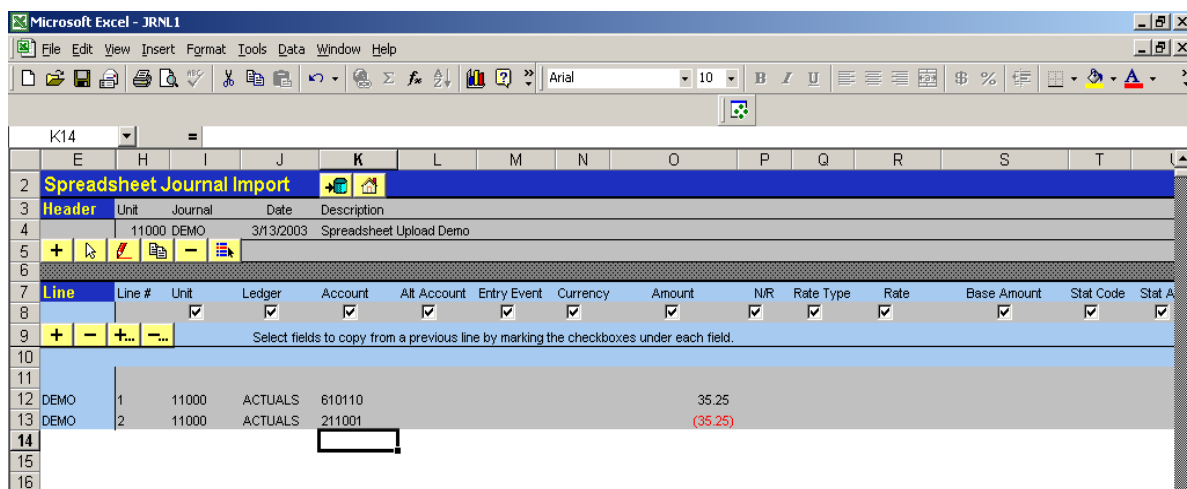
PS –General Ledger

Page 44 of 108


**Auto Gen Lines** - Select this check box if the ledger group contains multiple ledgers. The **Auto Generate Lines** check box should always be checked so that the system will automatically generate journal lines to support transaction detail for each ledger in the group.

When all of the information is entered, double-check the data and then click "OK" . The journal header information is automatically inserted in the journal header section of the worksheet.


**NOTE: It is possible to customize the spreadsheet. See PeopleBooks for more information.**





| Line   | Line # | Unit  | Ledger  | Account | Alt Account | Entry Event | Currency                | Amount  | N/R | Rate Type | Rate | Base Amount | Stat Code | Stat A |
|--|--------|-------|---------|---------|-------------|-------------|-------------------------|---------|-----|-----------|------|-------------|-----------|--------|
| Header   |        |       |         |         |             |             |                         |         |     |           |      |             |           |        |
|  |        | 11000 | DEMO    |         |             | 3/13/2003   | Spreadsheet Upload Demo |         |     |           |      |             |           |        |
| Select fields to copy from a previous line by marking the checkboxes under each field. |        |       |         |         |             |             |                         |         |     |           |      |             |           |        |
| 1  |        | 11000 | ACTUALS | 610110  |             |             |                         | 35.25   |     |           |      |             |           |        |
| 2  |        | 11000 | ACTUALS | 211001  |             |             |                         | (35.25) |     |           |      |             |           |        |

The next step is to insert the Journal Line information. Click the  button and line 1 of the journal line section will appear. Enter the appropriate journal line information, just as you would if you were manually inputting a journal in PeopleSoft.


**Note: Since this is an Excel spreadsheet and is not directly linked with PeopleSoft, make sure that you enter the appropriate ChartField values, as there is not a Search option that will display all of the valid values. If you inadvertently enter an invalid ChartField value, the Journal Entry will fail Edit Checking.**

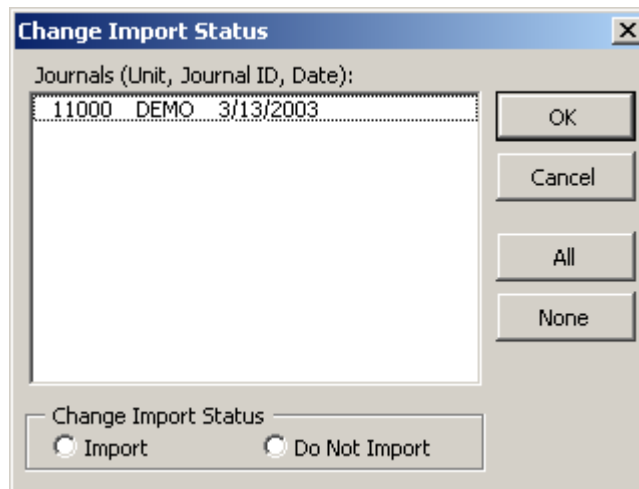
To enter the second line for the journal click on the  button again. If the check boxes are checked (Row 8) below the journal line labels (Row 7) then the value from line 1 will be copied to line 2. As new rows are inserted the ChartField values will be populated with the values in the line above, assuming these check boxes are checked.

To insert or delete a group of rows press the Copies a Block of Multiple Lines  button or Deletes a block of multiple lines  button. You can then select how many rows to insert or delete at one time.

Once you have entered a balanced Journal Entry and checked the lines it is ready to be “imported” into PeopleSoft.

## STEP 2: IMPORTING THE JOURNAL WORKSHEET

The final step is to import the journal into PeopleSoft. Press  on the Spreadsheet page to view the Journal Status. The following page appears.





The dialog box titled "Change Import Status" contains a table with the following data:

| Journals (Unit, Journal ID, Date): |      |           |
|------------------------------------|------|-----------|
| 11000                              | DEMO | 3/13/2003 |

Buttons on the right: OK, Cancel, All, None.

At the bottom, there is a section labeled "Change Import Status" with two radio buttons: "Import" (selected) and "Do Not Import".

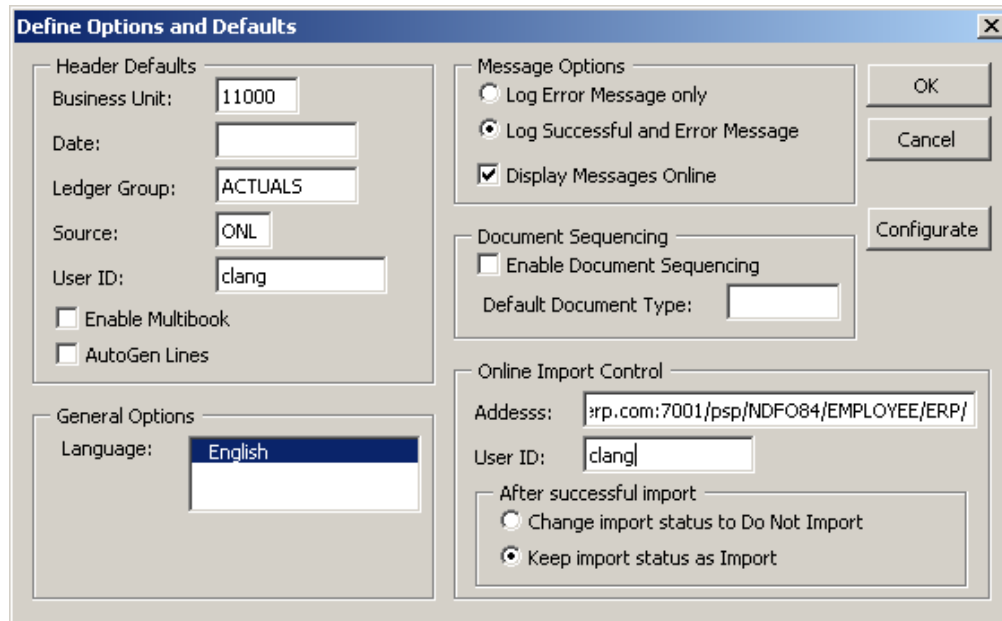
The Status should be “Import.” Then press “OK.”

Return to the Control Page by clicking on the  button. To view the Import Control of the current journal, click on the Set Up  Button. Verify the address and User ID under Online Import Control. Then press “OK”.

---

**Note: The instructor will provide the URL address for your use.**

---



**Define Options and Defaults**

**Header Defaults**

Business Unit: 11000

Date:

Ledger Group: ACTUALS

Source: ONL

User ID: clang

☐ Enable Multibook

☐ AutoGen Lines

**Message Options**

☐ Log Error Message only

☒ Log Successful and Error Message

☒ Display Messages Online

**Document Sequencing**

☐ Enable Document Sequencing

Default Document Type:

**Online Import Control**

Address: http://win2ktest.maximuserp.com:7001/psp/NDFO84/EMPLOYEE/ERP/

User ID: clang

After successful import



☐ Change import status to Do Not Import

☒ Keep import status as Import

OK

Cancel

Configure

The final step is to click on the Import Journals Now  button at the top of the Journal Worksheet. Or you can click on the Import Now button  on the Control Worksheet. This will launch a Message Agent window called Process Journals.



**Import Journals Now**

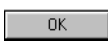
http://win2ktest.maximuserp.com:7001/psp/NDFO84/EMPLOYEE/ERP/

User ID: clang

Password: \*\*\*\*\*

OK

Cancel


Enter the user ID and password and click "OK"  to import the spreadsheet journals into your database. You do not need to specify the URL for your database, because it appears automatically above the User ID in this dialog box.


**Note: The training class User ID and Password will be provided by the instructor. You will use your own User ID and Password for the production database.**


Once the journal import is complete, navigate to PeopleSoft Journals to Edit Check, Budget Check, and Post the Journal Entry.



### Other Journal Import Functions and Notes

Use the control button  on the journal worksheets page to navigate to the Control Worksheet, the initial worksheet in the JRNL1.xls file.

Use the Set Up  button to establish defaults for journal header information, such as Business Unit, ledger group, etc., and import status changes.

Use the Notes  button to record notes regarding calculations, instructions, etc. that relate to the journal worksheet. These notes remain a part of the JRNL1.XLS file and are not loaded into PeopleSoft.

## BUDGET OVERVIEW

PeopleSoft Commitment Control is an optional feature of the PeopleSoft Financials, ESA, and Supply Chain Management product lines that enables you to control expenditures actively against predefined, authorized budgets. In particular, Commitment Control enables you to:

- Create and maintain control budgets.
- Check actual transactions (such as actual expenditures and revenues) against control budgets.
- Check imminent future financial obligations (pre-encumbrances and encumbrances) against control budgets.
- Check recognized revenue against revenue estimate budgets.

When you set up your control budgets, you associate them with a particular PeopleSoft General Ledger business unit and designate amounts for them. You also define which kinds of transactions you will check against your control budgets. Once your budgets are established, you check all of these transactions against your budgets, passing or failing the transactions depending on the remaining available budget amount and the degree of budgetary control you set up for your budgets.

Depending on how you set up PeopleSoft Commitment Control security, users can adjust a transaction that failed budget checking or adjust the budgets that the transaction failed against and budget-check it again. If users have the authority, they can override budget checking and allow a transaction to exceed the budget.

In this section, we discuss:

- Commitment accounting.
- The underlying data structure of PeopleSoft Commitment Control.

## COMMITMENT ACCOUNTING

Commitment accounting is an integral part of budgetary control. By establishing and tracking commitments to spend and receive funds—and by checking these against budgets—an organization can maintain a snapshot of future spending and revenue.

In PeopleSoft Commitment Control, PeopleSoft provides three expenditure commitment amount types and one revenue commitment amount type:

|                           |   |
|---------------------------|---|
| <b>Planning</b>           | Free-form non-actuals amount. Can be used as a memo entry or an entry to estimate future spending. Can also be used to record third-party source transactions that precede pre-encumbrance documents. The latter usage requires defining a new source transaction type. |
| <b>Pre-encumbrance</b>    | Amount that you expect to spend, but which you have no legal obligation to spend. A requisition is a typical pre-encumbrance transaction.   |
| <b>Encumbrance</b>        | Amount that you have a legal obligation to spend in the future. A purchase order is a typical encumbrance transaction.  |
| <b>Recognized Revenue</b> | Revenue that you have booked and expect to receive.   |

Your Actuals ledger does not store pre-encumbrance and encumbrance amounts, and it may or may not store recognized revenue amounts.

The Commitment Control ledgers and activity logs, on the other hand, do store pre-encumbrance amounts, encumbrance amounts, and recognized revenue amounts.

When you use PeopleSoft Commitment Control, you can check both commitments and actual transactions against control budgets. The following procedure from the procurement life cycle is a typical example of budget checking from commitment through actual transaction:

When you generate a requisition, PeopleSoft Commitment Control checks it against the appropriate budgets and posts it as a pre-encumbrance in the Commitment Control ledger.

When a requisition becomes a purchase order, PeopleSoft Commitment Control liquidates the pre-encumbrance and posts the purchase order amount as an encumbrance (subject to liquidation rules you define).

When the purchased goods or services are delivered and the purchase order becomes a voucher, PeopleSoft Commitment Control liquidates the encumbrance and posts an expenditure.

## UNDERLYING DATA STRUCTURE OF PEOPLESOFT COMMITMENT CONTROL

PeopleSoft Commitment Control uses the existing PeopleSoft ledger and ledger group structure to store control budgets in the Commitment Control Ledger Data table (LEDGER\_KK). Each *control budget definition* (or set of budgets sharing the same rules) is defined in the system as a Commitment Control ledger group consisting of Commitment Control ledgers, each of which stores a different amount type.

The State of North Dakota has the following:

- An *expenditure Commitment Control ledger group* consisting of a budget ledger, pre-encumbrance ledger, encumbrance ledger, and expenditure ledger; that is, a ledger for control budget amounts and ledgers for each transaction amount type you will process against your control budgets:

| Ledger Group | Budget Ledger | Pre-encumbrance Ledger | Encumbrance Ledger | Expenditure Ledger |
|--------------|---------------|------------------------|--------------------|--------------------|
| APPROP       | APPROP_BUD    | APPROP_PRE             | APPROP_ENC         | APPROP_EXP         |
| ORG          | ORG_BUD       | ORG_PRE                | ORG_ENC            | ORG_EXP            |
| APP_LN       | APP_LN_BUD    | APP_LN_PRE             | APP_LN_ENC         | APP_LN_EXP         |

- In other words, within a control budget definition, each amount type has its own bucket, and this structure is reflected in the ledger group and ledger structure.

The way control budget data is actually stored in the Commitment Control Ledger Data table looks something like this:

| Ledger     | Fiscal Year | Acct Period | Operating Unit | Fund-Type | Dept | Budget Period | Posted Total Amt |
|------------|-------------|-------------|----------------|-----------|------|---------------|------------------|
| APPROP_BUD | 2003        | 9           | 110            | 004       |      | 2003A         | 100,000          |

|            |      |   |     |     |      |         |         |
|------------|------|---|-----|-----|------|---------|---------|
| APPROP_PRE | 2003 | 9 | 110 | 004 |      | 2003A   | 3,000   |
| APPROP_ENC | 2003 | 9 | 110 | 004 |      | 2003A   | 50,000  |
| APPROP_EXP | 2003 | 9 | 110 | 004 |      | 2003A   | 25,000  |
| ORG_BUD    | 2003 | 9 | 110 | 001 | 1000 | 2003M21 | 100,000 |
| ORG_PRE    | 2003 | 9 | 110 | 001 | 1000 | 2003M21 | 3,000   |
| ORG_ENC    | 2003 | 9 | 110 | 001 | 1000 | 2003M21 | 50,000  |
| ORG_EXP    | 2003 | 9 | 110 | 001 | 1000 | 2003M21 | 25,000  |

Each time a budget-checked transaction updates the Commitment Control Ledger Data table, it updates the Posted Total Amount by Fiscal Year and Acct Period. Note that the remaining available budget balance is not a stored amount, but is calculated each time you run budget checking.

---

**Note. Ledgers defined by the Commitment Control ledger template may have different sets of ChartFields than do General Ledger detail ledgers.**

---

## BUDGET STRUCTURE EXAMPLE

The State of North Dakota has a budget structure that uses 4 different Commitment Control ledger groups. Of these structures, three are used for expenditures: APPROP, APP\_LN, and ORG. Actual transactions are recorded in the "ACTUALS" ledger. The following table shows the relationship between each of the expenditure ledgers for a single ChartField string.

| Ledger Group | Business Unit | Account | Fund | Dept | Organization Unit | Class |
|--------------|---------------|---------|------|------|-------------------|-------|
| ACTUALS      | 11000         | 621095  | 001  | 1000 | 110               | 11030 |
| DEPT         | 11000         | 621000  | 001  | 1000 | 110               | 11030 |
| APPROP       | 11000         |         | 004  |      | 110               | 11030 |
| APP_LN       | 11000         |         |      |      | 110               |       |

## ADDING BUDGETS

You enter budgets and adjustments using journals just as you do in the General Ledger journal process. You enter budget journals in the Enter Budget Journals component.

The process below outlines the major steps you take to enter budget journals and adjustments.

1. Enter budget journal header information on the Budget Header page.  
A journal ID can include journal lines for only one Commitment Control ledger group.
2. Enter budget journal lines on the Budget Lines page.
3. Post budget journals in either of the following ways:
  - a. Post the budget journals *immediately* on the Budget Lines page by selecting Post Journal in the Process field and clicking Process.

The system verifies that you have security authority for your entries. If the security check passes, the system then calls the Commitment Control Posting (FSPQPOST) process remotely. Commitment Control Posting performs a series of edits. If the entries pass the edits, the process posts the entries to the budget ledger. If the entries fail the edits, you can check the Budget Errors page, correct the errors, and process the journal again.

- b. Post the budget journals *later* by completing the Budget Posting Request page and running the Commitment Control Posting process in batch.

Save your entries on the Budget Lines page. When you do, the system verifies that you have security authority for your entries. If the entries fail security, you can check the Budget Errors page, correct the errors, and process the Budget Journal posting again.

## STEP 1: ENTER BUDGET JOURNALS HEADER INFORMATION

### BUDGET JOURNALS SEARCH PAGE


The Enter Budget Journals Page is used to enter and maintain budget amounts and post them upon final approval. The information will then be available for inquiries and reporting.

Any modifications or updates to a budget should be maintained separately from the original budget. In this way, the original approved budget remains intact as required for reporting purposes by Generally Accepted Accounting Principles.


**Navigation:** *Commitment Control > Budget Journals > Enter Budget Journals*

## Budget Entry

[Find an Existing Value](#)
[Add a New Value](#)

Business Unit:  

Journal ID:

Journal Date:  

[Add](#)

[Find an Existing Value](#) | 
 [Add a New Value](#)

**Business Unit** - This will default based on the User's preferences.

**Journal ID** - will always default to NEXT. The system automatically assigns the next available journal number to the Journal.

**Journal Date**- will always default to the current date. This date may be changed at this time to effective date (future date or back date) the Journal Entry. Once you select "**ADD**", you will be unable to modify the Budget Journal Date.

After clicking "ADD" [Add](#) Budget Journal Entry components will appear.

## BUDGET JOURNALS HEADER PAGE

[Budget Header](#)
[Budget Lines](#)
[Budget Errors](#)

Unit: 11000
Journal ID: NEXT
Date: 06/26/2004

Fiscal Year:
Period:

\*Ledger Group: 
Control ChartField: OPERATING\_UNIT

Budget Entry Type

☒ Original
☐ Adjustment

Currency: 
Rate Type: 
Exchange Rate: 
Cur Effdt: 
Budget Type: Expense

Long Description:

Additional funding for department.

Save
Notify

Add
Update/Display

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

**Ledger Group** – This field defines the Ledger being used for the budget. The agencies will only set up budget amounts for the ORG budget.

**Journal ID** – will default to NEXT. The system automatically assigns the next available journal number to the Journal upon Save.

**Currency** – Inherits the base currency of the Ledger Group to which this budget is attached.

**Rate Type** – The State of North Dakota is not using multi-currency. The field should be left blank or can be populated with “CRRNT.”

**Exchange Rate** – value of 1.0 defaults.

**Curr Effdt** – Currency effective date. It defaults from the journal date.

**Budget Entry Type** – select one of the following

- **Original** - Used to enter approved budgets. This is the default. Select this option.
- **Adjustment** – Used to enter an adjustment to an original budget entry.

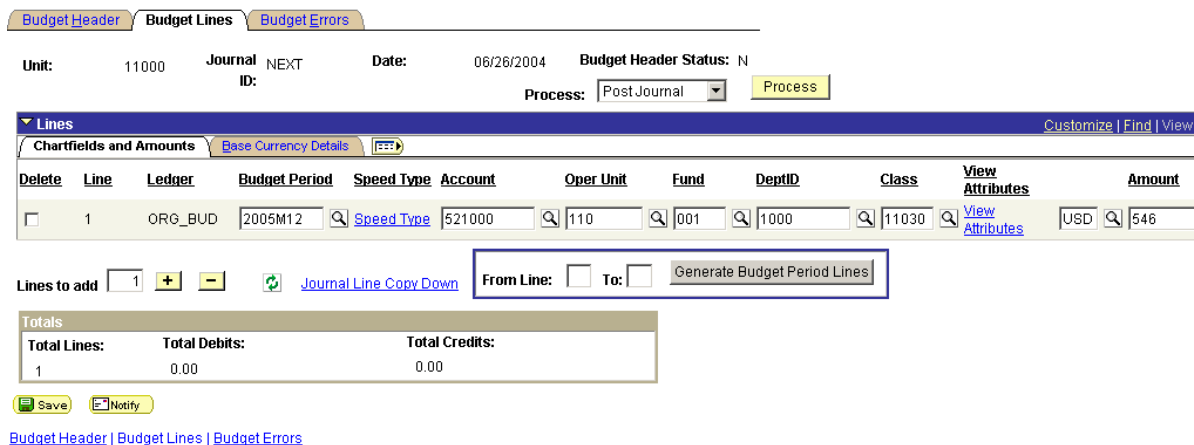
**Long Description** – Enter a description that provides budget identification to the accounting system and financial statement.

## STEP 2: ENTER BUDGET JOURNALS LINE INFORMATION

**Navigation:** from the header page above, select the “Budget Lines” tab.

### BUDGET JOURNALS LINES PAGE – CHARTFIELDS TAB

This page is used to define or modify the specific attributes of a budget.



The screenshot shows the 'Budget Lines' tab in the system. At the top, there are tabs for 'Budget Header', 'Budget Lines', and 'Budget Errors'. Below these, the 'Unit' is 11000, 'Journal ID' is NEXT, 'Date' is 06/26/2004, and 'Budget Header Status' is N. The 'Process' dropdown is set to 'Post Journal' with a 'Process' button next to it. The main section is titled 'Lines' and contains a table with columns: Delete, Line, Ledger, Budget Period, Speed Type, Account, Oper Unit, Fund, DeptID, Class, View Attributes, and Amount. A single line is visible with Line ID 1, Ledger ORG\_BUD, Budget Period 2005M12, Account 521000, Oper Unit 110, Fund 001, DeptID 1000, Class 11030, View Attributes View Attributes, and Amount 546. Below the table, there are buttons for 'Lines to add' (1), '+', '-', 'Journal Line Copy Down', 'From Line', 'To', and 'Generate Budget Period Lines'. A 'Totals' section shows 'Total Lines: 1', 'Total Debits: 0.00', and 'Total Credits: 0.00'. At the bottom, there are 'Save' and 'Notify' buttons, and a breadcrumb trail: 'Budget Header | Budget Lines | Budget Errors'.

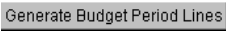
**Process** – Three options are available:

- **Delete Journal** – Deletes the current journal. Posted or unposted journals cannot be deleted. The status of the journal must be *None*, *Error*, or *Valid* in order to delete.
- **Post Journal** – initiates the Commitment Control Posting Process. This process will edit and post the journal, if the journal is valid.
- **Refresh Journal** – Refreshes the data on the page. All unsaved changes will be lost.


**Amount** – The amount of the budget. To increase the budget, enter a positive amount; to decrease the budget, enter a negative amount.

**Note:** Budget amounts are stored in the budget ledger in the opposite sign of an amount in the Actuals ledger for that entry type.


**From Line / To Line** – enter the line numbers for which the system should generate separate journal lines for each budget period in the cumulative date range.

**Generate Budget Period Lines**  - by clicking this button the system generates a journal line for each budget period in the cumulative date range.

The following may enable you to manipulate the way you enter journal lines:

- To add additional journal lines, enter the number of lines you wish to add in the **Lines to add** field and click the Insert Journal Lines button . All the fields from the previous line are copied to the new line(s).



- The fields being copied can be limited by clicking the **Journal Line Copy Down** link. This will access the Journal Entry Copy Down Option page, where you select the fields for copying. [Journal Line Copy Down](#)
- To delete journal lines, select the **Delete** check box and click the Delete Selected Journal Lines button .

The Refresh button  updates the **Journal Totals**.


## BUDGET JOURNALS LINES PAGE – BASE CURRENCY DETAILS TAB




This page is so wide that we have split it into two page shots to view each field.


**Budget Header** | **Budget Lines** | **Budget Errors**

Unit: 11000    Journal ID: NEXT    Date: 06/26/2004    Budget Header Status: N  
 Process: Post Journal Process

**Lines**

[Chartfields and Amounts](#) | **Base Currency Details** 


| Delete                   | Line | Ledger  | Budget Period   | Rate Type   | Exchange Rate  | >>     | Base Amount |
|--------------------------|------|---------|---|---|--|--------|-------------|
| <input type="checkbox"/> | 1    | ORG_BUD | 2005M12  |  | 1.00000000  | >> USD | 546.00      |








Lines to add 1 + -  [Journal Line Copy Down](#)    From Line:  To:  Generate Budget Period Lines

| Totals       |               |                |
|--------------|---------------|----------------|
| Total Lines: | Total Debits: | Total Credits: |
| 1            | 0.00          | 546.00         |

Save Notify

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

[Customize](#) | [Find](#) | [View All](#)  First 1 of 1 Last

| Statistics Code   | Statistic Amount  | Ref   | Journal Class   | Cumulative Begin Date   | End Date   | Journal Line Description   |
|---|---|---|---|---|--|--|
|  |  |  |  |  |  |  Travel <span>+</span> <span>-</span> |

Add Update/Display

**Ref** – This is a freeform field that may be used to specify reference information about the transaction such as legislative authorization. This field is optional.

**Cumulative Begin Date / End Date** – This is a date range for the budget periods to be included for cumulative budgeting. These fields may be used along with the **Generate Budget Period Lines** button to create budget period rows for cumulative budget checking.

---

**Note: By changing the Cumulative Begin Date/End Date, you can effectively extend the Lapse Date of the budget.**

---

**Journal Line Description** – Defaults from the account value but can be overridden.

### **STEP 3: POST THE ENTRY**

**Navigation:** *Stay on the Budget Lines page.*

At the top of the page, select the process “Post Journal” and press the “Process” button. Upon completion, the Budget Header Status should change from “N” to “P”.

---

**Note: If the Budget Status is “E,” the entry has errored. See the separate section “Error Exception Handling – Budget Adjustments and Transfers” for a discussion on handling errors.**

---

## BUDGET TRANSFERS

Budget balances can be transferred from one budget to another through the use of the Enter Budget Transfer page.

The system will validate the accounts on the transfer and verify that the amount from which the transfer occurs is adequate to cover the transfer.

Enter the budget transfer journals just as you would any other journals. Enter amounts for the budgets you are transferring from as negative numbers and the amounts you are transferring to as positive numbers. The journal entries for the transfers must balance.

### STEP 1: ENTER BUDGET TRANSFER HEADER INFORMATION

#### BUDGET TRANSFER SEARCH PAGE

**Navigation:** Commitment Control > Budget Journals > Enter Budget Transfers

#### Transfer Budgets

Find an Existing Value
Add a New Value

**Business Unit:**

**Journal ID:**

**Journal Date:**

Add

[Find an Existing Value](#) | [Add a New Value](#)

**Business Unit** – This will default based on the User’s preferences.

**Journal ID** - will always default to NEXT. The system automatically assigns the next available journal number to the Journal.

**Journal Date**- will always default to the current date, however it can be changed to a future date. Once you select “ADD”, you will be unable to modify the budget transfer date.

After clicking “ADD” Add, Budget Journal Entry components will appear.

## BUDGET JOURNALS HEADER PAGE

| Budget Header  |                | Budget Lines                                       | Budget Errors |
|--|----------------|--|---------------|
| Unit:  | 11000          | Journal ID:  | NEXT          |
| Date:  | 06/26/2004     | Fiscal Year:                                       | Period:       |
| *Ledger Group:   | ORG            | Budget Header Status:                              | N             |
| Control ChartField:  | OPERATING_UNIT | Currency:  | USD           |
|  |                | Rate Type:   |               |
|  |                | Exchange Rate:                                     | 1.00000000    |
|  |                | Curr Effdt:  | 06/26/2004    |
|  |                | Budget Type:                                       | Expense       |
| <b>Budget Entry Type</b><br><input type="radio"/> Transfer Original <input checked="" type="radio"/> Transfer Adjustment |                |  |               |
| <b>Long Description:</b><br>This transfer is based on Legislative action.  |                |  |               |
| <a href="#">Save</a> <a href="#">Notify</a>  |                | <a href="#">Add</a> <a href="#">Update/Display</a> |               |
| <a href="#">Budget Header</a>   <a href="#">Budget Lines</a>   <a href="#">Budget Errors</a>                             |                |  |               |

**Ledger Group** – This field defines the Ledger being used for the budget.

**Journal ID** – will default to NEXT. The system automatically assigns the next available journal number to the Journal.

**Currency** – Inherits the base currency of the General Ledger Group to which this budget is attached.

**Rate Type** – The State of North Dakota is not using multi-currency. The field should be left blank.

**Exchange Rate** – value of 1.0 defaults.

**Curr Effdt** – Currency effective date. It defaults from the journal date.

**Budget Entry Type** – select one of the following

- **Transfer Original** - Used to enter approved budgets. This is the default.
- **Transfer Adjustment** – Used to enter an adjustment to an original budget entry. Select this Option.

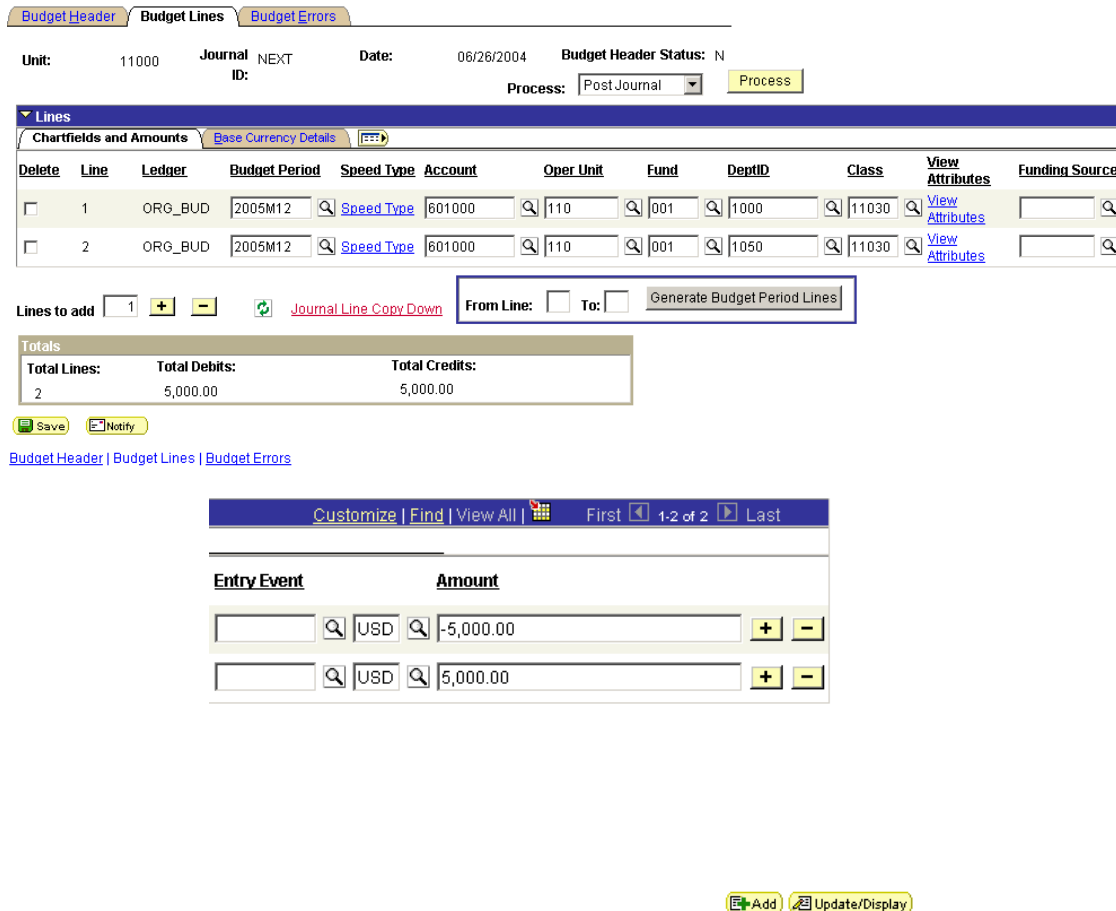
**Long Description** – Enter a description that provides budget identification to the accounting system and financial statement.

## STEP 2: ENTER BUDGET JOURNALS LINE INFORMATION

**Navigation:** from the header page above, select the “Budget Lines” tab.

### BUDGET JOURNALS LINES PAGE – CHARTFIELDS TAB

This page is used to define or modify the specific attributes of a budget. Due to the width of this page, it has been broken into two page shots for discussion.



The screenshot shows the 'Budget Journals Lines Page - ChartFields Tab' in the North Dakota ERP system. The page has three tabs: 'Budget Header', 'Budget Lines', and 'Budget Errors'. The 'Budget Lines' tab is active.

At the top, there are fields for 'Unit: 11000', 'Journal ID: NEXT', 'Date: 06/26/2004', and 'Budget Header Status: N'. There is also a 'Process' button and a 'Post Journal' dropdown menu.

The main section is titled 'Lines' and contains a table with columns: 'Delete', 'Line', 'Ledger', 'Budget Period', 'Speed Type', 'Account', 'Oper Unit', 'Fund', 'DeptID', 'Class', 'View Attributes', and 'Funding Source'. There are two lines listed:

| Delete                   | Line | Ledger  | Budget Period | Speed Type                 | Account | Oper Unit | Fund | DeptID | Class | View Attributes                 | Funding Source |
|--------------------------|------|---------|---------------|----------------------------|---------|-----------|------|--------|-------|---------------------------------|----------------|
| <input type="checkbox"/> | 1    | ORG_BUD | 2005M12       | <a href="#">Speed Type</a> | 601000  | 110       | 001  | 1000   | 11030 | <a href="#">View Attributes</a> |                |
| <input type="checkbox"/> | 2    | ORG_BUD | 2005M12       | <a href="#">Speed Type</a> | 601000  | 110       | 001  | 1050   | 11030 | <a href="#">View Attributes</a> |                |

Below the table, there are controls for 'Lines to add' (1), a '+', a '-', a 'Journal Line Copy Down' button, and a 'Generate Budget Period Lines' button with 'From Line' and 'To' fields.

A 'Totals' section shows:

| Total Lines: | Total Debits: | Total Credits: |
|--------------|---------------|----------------|
| 2            | 5,000.00      | 5,000.00       |

At the bottom, there are 'Save' and 'Notify' buttons, and a navigation bar with 'Customize', 'Find', 'View All', 'First', '1-2 of 2', and 'Last'.

Below the main form, there is a section for 'Entry Event' and 'Amount' with two rows of input fields and buttons:

| Entry Event          | Amount  |
|----------------------|---|
| <input type="text"/> | <input type="text" value="USD"/> <input type="text" value="-5,000.00"/> <input type="button" value="+"/> <input type="button" value="-"/> |
| <input type="text"/> | <input type="text" value="USD"/> <input type="text" value="5,000.00"/> <input type="button" value="+"/> <input type="button" value="-"/>  |

At the bottom right, there are 'Add' and 'Update/Display' buttons.

**Process** – Three options are made available:

- **Delete Journal** – Deletes the current journal. Posted or unposted journals can not be deleted. The status of the journal must be *None*, *Error*, or *Valid* in order to delete.
- **Post Journal** – initiates the Commitment Control Posting Process. This process will edit and post the journal, if the journal is valid.
- **Refresh Journal** – Refreshes the data on the page. All unsaved changes will be lost.

**Budget Pd** – The budget period to which this budget is associated.

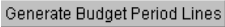
**Amount** – The amount of the budget. To increase the budget, enter a positive amount; to decrease the budget, enter a negative amount.

PS –General Ledger



Page 60 of 108

**Note:** Budget amounts are stored in the budget ledger in the opposite sign of an amount in the Actuals ledger for that entry type.

**From Line / To Line** – enter the line numbers for which the system should generate separate journal lines for each budget period in the cumulative date range.

**Generate Budget Period Lines**  - by clicking this button the system generates a journal line for each budget period in the cumulative date range.

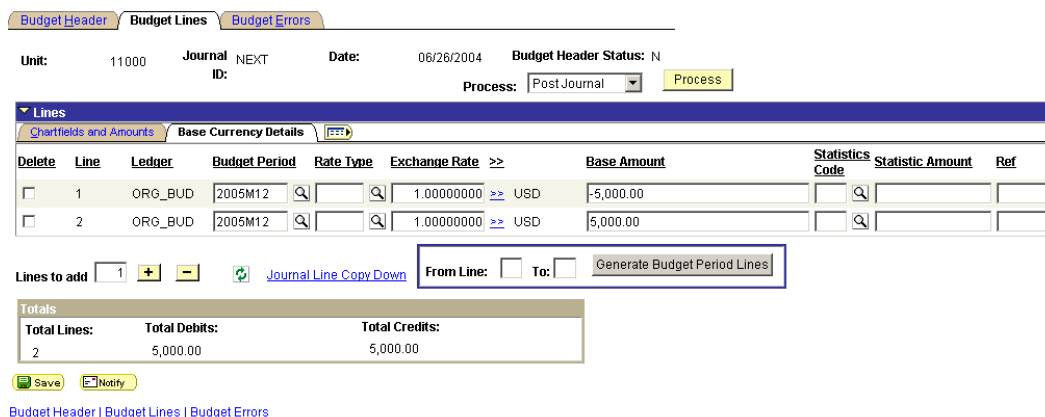
The following may enable you to manipulate the way you enter journal lines:

- To add additional journal lines, enter the number of lines you wish to add in the **Lines to add** field and click the Insert Journal Lines button . All the fields from the previous line are copied to the new line(s).
- The fields being copied can be limited by clicking the **Journal Line Copy Down** link. This will access the Journal Entry Copy Down Option page, where you select the fields for copying. [Journal Line Copy Down](#)
- To delete journal lines, select the **Delete** check box and click the Delete Selected Journal Lines button .

The Refresh button  updates the **Journal Totals**.

## BUDGET JOURNALS LINES PAGE – BASE CURRENCY DETAILS TAB

Due to the width of this page, it has been broken into two page shots for discussion.



The screenshot shows the 'Budget Journals Lines Page - Base Currency Details Tab'. At the top, there are tabs for 'Budget Header', 'Budget Lines', and 'Budget Errors'. Below these, the 'Budget Lines' tab is active. The page displays a table with columns: Delete, Line, Ledger, Budget Period, Rate Type, Exchange Rate, Base Amount, Statistics Code, Statistic Amount, and Ref. Two lines are visible: Line 1 with a debit of -5,000.00 and Line 2 with a credit of 5,000.00. Below the table, there are buttons for 'Lines to add' (1), 'Journal Line Copy Down', 'From Line', 'To', and 'Generate Budget Period Lines'. A 'Totals' section shows 'Total Lines: 2', 'Total Debits: 5,000.00', and 'Total Credits: 5,000.00'. At the bottom, there are 'Save' and 'Notify' buttons.

| Customize   Find   View All   First 1-2 of 2 Last |                       |                      |                          |   |   |
|---|-----------------------|----------------------|--------------------------|---|---|
| Journal Class                                     | Cumulative Begin Date | End Date             | Journal Line Description |   |   |
| <input type="text"/>                              | <input type="text"/>  | <input type="text"/> | IT - Data Processing     | + | - |
| <input type="text"/>                              | <input type="text"/>  | <input type="text"/> | IT - Data Processing     | + | - |

[Add](#) [Update/Display](#)

**Ref** - A freeform field that may be used to specify reference information about the transaction. This field is optional.

**Cumulative Begin Date / End Date** – This is a date range for the budget periods to be included for cumulative budgeting. These fields may be used along with the **Generate Budget Period Lines** button to create budget period rows for cumulative budget checking.

**Journal Line Description** – Defaults from the account value.

## STEP 3: POST JOURNAL ENTRY

*Navigation: Stay on the Budget Lines page.*

At the top of the page, select the process “Post Journal” and press the “Process” button. Upon completion, the Budget Header Status should change from “N” to “P”.

**Note: If the Budget Status is “B” or “E,” the entry has errored. See the separate section “Error Exception Handling – Budget Adjustments and Transfers” for a discussion on handling errors.**

# DELETION OF BUDGET JOURNALS

Budget journals can be deleted if they have not previously been Posted and/or Unposted.

**Navigation:** Commitment Control, Maintain Budgets, Budget Journals, Mass Delete Budget Journals, Delete Journals

## DELETE JOURNALS PAGE

Delete Journals

\*Business Unit: 11000
\*Ledger Group: ORG
Journal ID:
Journal Date From:
Date To:

Chartfield Search Criteria
Customize | Find | First 1 of 1 Last

Field Name
ChartField Value

Search
Mark All
UnMark All
Delete

Journals
Customize | Find | View All | First 1 of 1 Last

| Process                  | Show Jrnl                 | Journal ID | Journal Date | Lines | Budget Header Status |
|--------------------------|---------------------------|------------|--------------|-------|----------------------|
| <input type="checkbox"/> | <a href="#">Show Jrnl</a> | 0000010751 | 06/26/2004   | 2     | N                    |

Save
Notify
Refresh

To delete multiple budget journals that have not been posted:

- Enter your search criteria.  
Leaving a field blank retrieves all budget journals with values for that field that fit your other search criteria. You must, however, enter a business unit and Commitment Control ledger group. The page retrieves only journals that have not yet been posted. In the above example, we input business unit 11000 and Ledger Group ORG.
- Click the **Search** button to display the journals match your search criteria in the **Journals** grid.
- Use the checkbox to select each budget journal you want to delete.  
Click **Mark All** to select all budget journals in the Journals grid.  
Click **UnMark All** to clear all checkboxes.  
Click **Show Jrnl** (show journal) to open the Enter Budget Journals or Enter Budget Transfer component, where you can view journal detail.
- Click the Delete button to delete all budget journals marked for deletion.



# ERROR EXCEPTION HANDLING – BUDGET ADJUSTMENTS AND TRANSFERS

Periodically, the Budget adjustment or transfer process will result in an error. If this happens, the Budget Errors tab on each budget journal entry will provide a starting point for resolution. It allows you to view the header and line detail messages for edit/post process errors. When the Commitment Control Posting process encounters errors during editing, it marks the journal lines and recycles the journal. The system will save a recycled journal, but it will not post the journal until you correct the errors.

## EXAMPLE OF A TRANSLATION ERROR

Navigation: *Stay in the Budget Entry or Transfer or use the following path. Commitment Control > Maintain Budgets > Budget Journals > Enter Budget Journals > Find an Existing Value*

**Note:** This example focuses on the Enter Budget Journals page, however the same errors could occur on the Enter Budget Transfer page.

### Budget Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Add a New Value](#)

|                       |             |        |  |
|-----------------------|-------------|--------|--|
| Business Unit:        | =           | 11000  |  |
| Journal ID:           | begins with |        |  |
| Journal Date:         | =           |        |  |
| UnPost Sequence:      | =           |        |  |
| Budget Header Status: | =           | Errors |  |
| Description:          | begins with |        |  |

☐ Case Sensitive

[Search](#)
[Clear](#)
[Basic Search](#)
[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Notice that we entered “Errors” in the Budget Header Status field. Then press [Search](#) to bring up the following pages.

## BUDGET HEADER PAGE

**Budget Header** | [Budget Lines](#) | [Budget Errors](#)

Unit: 11000 Journal ID: 0000010753 Date: 06/26/2004  
 Fiscal Year: 2004 Period: 12  
 \*Ledger Group:   
 Control ChartField: OPERATING\_UNIT  
 Budget Header Status: E  
 Currency:   
 Rate Type:   
 Exchange Rate:   
 Cur Effdt:   
 Budget Type: Expense

**Budget Entry Type**

☒ Original ☐ Adjustment

Long Description:

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

## BUDGET LINES PAGE

**Budget Header** | **Budget Lines** | [Budget Errors](#)

Unit: 11000 Journal ID: 0000010753 Date: 06/26/2004 Budget Header Status: E  
 Process:

**Lines** [Customize](#) [Find](#)

[Chartfields and Amounts](#) [Base Currency Details](#) [PDF](#)

| Delete                   | Line | Error                               | Ledger  | Budget Period | Speed Type                 | Account | Oper Unit | Fund | DeptID | Class | View Attributes                 | Amount  |
|--------------------------|------|-------------------------------------|---------|---------------|----------------------------|---------|-----------|------|--------|-------|---------------------------------|---------|
| <input type="checkbox"/> | 1    | <input checked="" type="checkbox"/> | ORG_BUD | 2005M12       | <a href="#">Speed Type</a> | 601025  | 110       | 001  | 1000   | 11030 | <a href="#">View Attributes</a> | USD 345 |

Lines to add:     From Line:  To:

| Totals       |               |                |
|--------------|---------------|----------------|
| Total Lines: | Total Debits: | Total Credits: |
| 1            | 0.00          | 345.00         |

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

## BUDGET ERRORS PAGE

[Budget Header](#) | [Budget Lines](#) | **Budget Errors**

Unit: 11000      Journal ID: 0000010753      Date: 06/26/2004      Budget Header Status: E

▼ Header Errors Customize | Find | First 1 of 1 Last

| Go To Header                 | Field Name | Set   | Msg | Message Text                          |
|------------------------------|------------|-------|-----|---------------------------------------|
| <a href="#">Go To Header</a> | JOURNAL_ID | 18021 | 929 | There are line errors for this Header |

▼ Line Errors Customize | Find | First 1 of 1 Last

| Go To Line                 | Line # | Field Name | Set   | Msg | Message Text   |
|----------------------------|--------|------------|-------|-----|--|
| <a href="#">Go To Line</a> | 1      | ACCOUNT    | 18021 | 925 | Value 601025, for Chartfield ACCOUNT is not in the tree at the correct level |

[Save](#)   [Return to Search](#)   [Notify](#)   [Add](#)   [Update/Display](#)

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

This page identifies Header and Line errors. In the above page, there are no header errors and one line error. The line error indicates that the ACCOUNT value of 601025 is not in the tree at the correct level.

# LEDGER INQUIRY

The ledger inquiry is typically used to obtain account balance information. You select the initial ledger (or account) criteria, and then by using the buttons on the pages you can drilldown all the way to the journal line level of detail. To use Ledger Inquiry follow the navigation below:

**Navigation:** *General Ledger > Review Journal / Ledger Data > Ledger > Add a New Value*

**Ledger**

[Find an Existing Value](#)
**Add a New Value**

**Inquiry Name:**

Add

[Find an Existing Value](#)
[Add a New Value](#)

Enter Inquiry Name "INQUIRY" and press Add. If you already have this inquiry name set up, go to Find an Existing Value and enter INQUIRY on that page.

**Ledger Criteria**

|         |       |         |       |       |            |          |      |  |
|---------|-------|---------|-------|-------|------------|----------|------|--|
| Inquiry | *Unit | *Ledger | *Year | *From | *To Period | Currency | Stat |  |
| INQUIRY | 11000 | ACTUALS | 2003  | 1     | 12         | USD      |      |  |

Continue

☒ Include Balance Forward
 ☐ Include Adjustment Period(s)

☐ Only in Base Currency

Max Rows:

| ChartField Criteria | Customize   Find     | First 1-8 of 8 Last                 |
|---------------------|----------------------|-------------------------------------|
| ChartField          | Value                | View                                |
| Account             | <input type="text"/> | <input checked="" type="checkbox"/> |
| Department          | 1000                 | <input checked="" type="checkbox"/> |
| Operating Unit      | <input type="text"/> | <input checked="" type="checkbox"/> |
| Fund Code           | <input type="text"/> | <input checked="" type="checkbox"/> |
| Class Field         | <input type="text"/> | <input checked="" type="checkbox"/> |
| Program Code        | <input type="text"/> | <input checked="" type="checkbox"/> |
| Project             | <input type="text"/> | <input checked="" type="checkbox"/> |
| Adjustment Type     | <input type="text"/> | <input type="checkbox"/>            |

[Show](#)  
 Per Balances by Account  
 Per Balances by Acct, Dept  
 Per Balances by Acct, Prj  
[Sum by Period, Account](#)  
[Sum by Period, Account, Dept](#)  
 Sum by Period, Altacct  
[Sum by Period, Proj](#)  
[Ledger Balances](#)  
[Ledger Activity](#)

Clear Criteria  
Delete Criteria

In the header section enter the appropriate criteria for the inquiry in the fields for Business Unit, Ledger, Year, and From/To Periods. In the ChartField Values section enter the ChartField number(s) you want to inquire on. Note that you can start with just the a single ChartField number and then drilldown to more specific ChartField combinations (i.e. account and department combination) or if you know the specific

ChartField combinations you can enter them at this point. Also, if you are inquiring on a balance sheet account and want to see the cumulative balance make sure the From Period is equal to 1 and that the Include Balance Forward box is checked. Do not select the Balance Forward box if only current year activity is wanted.

In the View Ledger Section of the Ledger Criteria page, PeopleSoft has defined several default views of the ledger data (i.e. Period balances by account, Period balances by Account & Dept). Select the appropriate view and click on the Link. Most inquiries will require that you select the [Ledger Balances](#) view. You can always come back to the ledger criteria page to change the view or the criteria. The page below shows the results of clicking on the [Ledger Balances](#) hyperlink.

| Inquiry  | Unit  | Ledger  | Year | From | To Period | Currency | Stat |                                     |
|--|-------|---------|------|------|-----------|----------|------|-------------------------------------|
| INQUIRY  | 11000 | ACTUALS | 2003 | 1    | 12        | USD      |      | <a href="#">Chartfield Criteria</a> |
| <input type="checkbox"/> Include Balance Forward <input type="checkbox"/> Include Adjustment Period(s)<br><input type="checkbox"/> Include Closing Adjustments |       |         |      |      |           |          |      |                                     |

| Go To: <a href="#">Inquiry Criteria</a> |                          |         |           |            |      |       |         |                  |
|---|--------------------------|---------|-----------|------------|------|-------|---------|------------------|
| Scroll Message Detail: 1 to 4 of 4      |                          |         |           |            |      |       |         |                  |
| Ledger Details                          |                          |         |           |            |      |       |         | Customize   Find |
| Period                                  | Activity                 | Account | Oper Unit | Department | Fund | Class | Project | Transaction Amt  |
| 8                                       | <a href="#">Activity</a> | 521015  | 110       | 1000       | 001  | 11030 |         | 10.00            |
| 8                                       | <a href="#">Activity</a> | 521020  | 110       | 1000       | 001  | 11030 |         | 10.00            |
| 8                                       | <a href="#">Activity</a> | 521025  | 110       | 1000       | 001  | 11030 |         | 10.00            |
| 8                                       | <a href="#">Activity</a> | 521030  | 110       | 1000       | 001  | 11030 |         | 10.00            |

The above page has been customized by clicking on [Customize](#) and modifying the display. The following page is used to modify the above inquiry.

## Ledger Details

### Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.

**Column Order**

- Period
- Activity
- Account
- Oper Unit
- Department
- Fund
- Class
- Program Code (hidden)
- Project
- Adjustment (hidden)
- Stat (hidden)
- Transaction Amt
- Currency (hidden)
- Base Amount (hidden)
- Base Currency (hidden)

☐ Hidden  
☐ Frozen

**Sort Order**

☐ Descending

This page allows the user to determine which fields to hide or freeze and it also allows you to change the sort order. You can change the column order by clicking on a field and then navigating using the buttons. To define sort order, use the button after selecting the field. In this case, we hid several fields but did not change the sort order.

To view the actual journal that made up each of the Ledger Criteria lines click on the [Activity](#) Link. The results are shown in the page below.

|  |             |               |                 |             |             |             |           |
|--|-------------|---------------|-----------------|-------------|-------------|-------------|-----------|
| <b>Inquiry</b>   | <b>Unit</b> | <b>Ledger</b> | <b>Currency</b> | <b>Stat</b> | <b>Year</b> | <b>From</b> | <b>To</b> |
| INQUIRY  | 11000       | ACTUALS       | USD             |             | 2003        | 1           | 12        |
| <input type="checkbox"/> Include Balance Forward <input type="checkbox"/> Include Adjustment Period(s) |             |               |                 |             |             |             |           |
| <input type="checkbox"/> Include Closing Adjustments   |             |               |                 |             |             |             |           |
| Sort By: Journal Id  |             |               |                 |             |             |             |           |

---

Go To: [Inquiry Criteria](#) • [Detail](#)      [Show Transaction Criteria](#)

| Transaction Details                  |         |      |           |      |              |         |         |           |            |      |
|--------------------------------------|---------|------|-----------|------|--------------|---------|---------|-----------|------------|------|
| Find   View All    First 1 of 1 Last |         |      |           |      |              |         |         |           |            |      |
| Period                               | Account | Dept | Oper Unit | Fund | Class        | Program | Project | Book Code | Adjustment | Stat |
| 8                                    | 521015  | 1000 | 110       | 001  | 11030        |         |         |           |            |      |
| Transaction Amt:                     |         |      | 10.00     | USD  | Base Amount: |         | 10.00   | USD       |            |      |

| Journals                             |            |     |          |     |           |             |
|--------------------------------------|------------|-----|----------|-----|-----------|-------------|
| Customize   Find   First 1 of 1 Last |            |     |          |     |           |             |
| Journal ID                           | Date       | Seq | Stat Amt | N/R | Amount    | Base Amount |
| AP00004920                           | 02/21/2003 |     |          | N   | 10.00 USD | 10.00 USD   |

To view detail information about the journal header click on the Journal ID. This will take you to the Header Detail page.

|                |             |               |             |             |           |             |               |                   |             |               |                 |               |
|----------------|-------------|---------------|-------------|-------------|-----------|-------------|---------------|-------------------|-------------|---------------|-----------------|---------------|
| <b>Inquiry</b> | <b>Unit</b> | <b>Ledger</b> | <b>Year</b> | <b>From</b> | <b>To</b> | <b>Curr</b> | <b>Source</b> | <b>Journal ID</b> | <b>Date</b> | <b>Status</b> | <b>Suspense</b> | <b>Status</b> |
| INQUIRY        | 11000       | ACTUALS       | 2003        | 1           | 12        | USD         |               | AP00004920        | 02/21/2003  |               |                 |               |

---

Go To: [Inquiry Criteria](#) • [Detail](#) • [Activity](#)      Header Msg:

| Journal Header           |                  |                        |            |
|--------------------------|------------------|------------------------|------------|
| <b>Journal ID:</b>       | AP00004920       | <b>Date:</b>           | 02/21/2003 |
| <b>Ledger Grp:</b>       | ACTUALS          | <b>Original Date:</b>  | 02/21/2003 |
| <b>Status:</b>           | Posted           | <b>Posted:</b>         | 02/26/2003 |
| <b>Balanced:</b>         | DR=CR            | <b>Controls:</b>       | Ctrl OK    |
| <b>Operator Id:</b>      | clang            | <b>Doc Sequence #:</b> |            |
| <b>Long Description:</b> | Accounts Payable |                        |            |

---

| Totals by Currency                   |     |             |        |
|--------------------------------------|-----|-------------|--------|
| Find   View All    First 1 of 1 Last |     |             |        |
| <b>Currency:</b>                     | USD | <b>DR:</b>  | 917.76 |
|                                      |     | <b>CR:</b>  | 917.76 |
|                                      |     | <b>Net:</b> | 0.00   |

---

☐ Show All Lines  
☐ Show From Line:    Thru Line:

| Journal Line                |                    |         |                |      |           |       |                        |
|-----------------------------|--------------------|---------|----------------|------|-----------|-------|------------------------|
| Customize   Find   View All |                    |         |                |      |           |       |                        |
| Journal Line                | Transaction Amount | Account | Operating Unit | Dept | Fund Code | Class | Base Amount Line Descr |
| 4                           | 10.00 USD          | 521015  | 110            | 1000 | 001       | 11030 | 10.00 AP Accruals      |

The above page has been customized by clicking on [Customize](#) and modifying the display.

This page shows the impact of the journal on this particular ChartField combination. Note that this only shows the specific journal lines (in this case journal line 1) that are posted to ChartField combination being queried. Detailed information related to the Journal Entry is shown in the top section of the page (i.e. Date, Status, Posted Date, # of Lines, etc.). By navigating to the Header Detail page you can view the journal header information for this journal as well as all of the journal lines.

## JOURNAL INQUIRY

As demonstrated in the inquiring on ledger data section above, you can drill down from the account balance level to all of the journal entries that make up the account balance. However, in some cases you may only want to review detail information about a single Journal Entry. Use the Journal Inquiry page to inquire on particular journal entries. Follow the navigation below:

**Navigation:** *General Ledger > Review Journal / Ledger Data > Journals > Find an Existing Value*

**Journal**

Enter any information you have and click Search. Leave fields blank for a

**Find an Existing Value**

**Add a New Value**

**Inquiry Name:** begins with INQUIRY

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

Enter "INQUIRY" as the Inquiry Name and press **Search**.

**Journal Criteria**

|                            |                        |                            |                         |                               |                          |                         |        |
|----------------------------|------------------------|----------------------------|-------------------------|-------------------------------|--------------------------|-------------------------|--------|
| <b>Inquiry:</b><br>INQUIRY | <b>*Unit:</b><br>11000 | <b>*Ledger:</b><br>ACTUALS | <b>*Year:</b><br>2003   | <b>*From:</b><br>1            | <b>*To Period:</b><br>12 | <b>Suspense Status:</b> | Search |
| <b>Journal ID:</b>         | <b>Date:</b>           | <b>Status:</b>             | <b>Source:</b><br>AP    | <b>Currency:</b><br>USD       | <b>Stat:</b>             | <b>Document Type:</b>   |        |
| <b>User:</b>               |                        |                            | <b>Max Rows:</b><br>100 | <b>Sort By:</b><br>Journal Id |                          |                         |        |

Save Return to Search Notify Refresh

Add Update/Display

Input the appropriate information (i.e. Business Unit, Ledger, Fiscal Year, and From/To Period). In the middle section input the journal number that you want to view, or by using the drop down arrow of the journal field select a specific journal to view. You can also leave this field blank to view all journals. To view some but not all journals, you can use a wildcard character (%) in the journal field. For instance entering 000% will cause all journals starting with 000 to appear in the view. You can use wildcard characters in both the journal field and the source field.

**Journal Criteria**

Inquiry: INQUIRY    \*Unit: 11000    \*Ledger: ACTUALS    \*Year: 2003    \*From: 1    \*To Period: 12    Suspense Status:    Search

Journal ID:    Date:    Status:    Source: AP    Currency: USD    Stat:    Document Type:

User:    Max Rows: 100    Sort By: Journal Id

| Journal ID                 | Date       | Unit IU | Status | Source | Suspense Status | User  | Unpost Date | Descr            |
|----------------------------|------------|---------|--------|--------|-----------------|-------|-------------|------------------|
| <a href="#">AP00004919</a> | 02/20/2003 | 11000   | Posted | AP     | No Susp         | clang | 02/20/2003  | Accounts Payable |
| <a href="#">AP00004920</a> | 02/21/2003 | 11000   | Posted | AP     | No Susp         | clang | 02/21/2003  | Accounts Payable |
| <a href="#">AP00004921</a> | 02/23/2003 | 11000   | Posted | AP     | No Susp         | clang | 02/23/2003  | Accounts Payable |
| <a href="#">AP00004922</a> | 02/24/2003 | 11000   | Posted | AP     | No Susp         | clang | 02/24/2003  | Accounts Payable |
| <a href="#">AP00004923</a> | 02/25/2003 | 11000   | Posted | AP     | No Susp         | clang | 02/25/2003  | Accounts Payable |
| <a href="#">AP00004924</a> | 02/26/2003 | 11000   | Posted | AP     | No Susp         | clang | 02/26/2003  | Accounts Payable |

Save    Return to Search    Notify    Refresh

To select a Journal on which to inquire, click on the Journal ID hyperlink. For instance clicking on [AP00004919](#) takes you to the inquiry page below.

| Inquiry | Unit  | Ledger  | Year | From | To | Curr | Source | Journal ID | Status | Suspense Status | Doc Type |
|---------|-------|---------|------|------|----|------|--------|------------|--------|-----------------|----------|
| INQUIRY | 11000 | ACTUALS | 2003 | 1    | 12 | USD  | AP     |            |        |                 |          |

Go To: [Journal Criteria](#)

Header Msg:

Journal Header

Journal ID: AP00004919    Date: 02/20/2003    Schedule:    Source: AP

Ledger Grp: ACTUALS    Original Date: 02/20/2003    Lines: 4    Occur:    InterUnit BU: 11000

Status: Posted    Posted: 02/26/2003    Process: No Request    Reversal: None

Balanced: DR=CR    Controls: Ctrls OK    Errors: Edits OK    Reversal Date:

Operator Id: clang    Doc Sequence #:

Long Description: Accounts Payable

| Totals by Currency |     |     |        |     | Find   View All | First | 1 of 1 | Last |
|--------------------|-----|-----|--------|-----|-----------------|-------|--------|------|
| Currency:          | USD | DR: | 838.88 | CR: | 838.88          | Net:  | 0.00   |      |

☒ Show All Lines

☐ Show    From Line:    Thru Line:   

| Journal Line |                    |         |                |      |           |       |             | Customize   Find   View All | First | 1-4 of 4 | Last |
|--------------|--------------------|---------|----------------|------|-----------|-------|-------------|-----------------------------|-------|----------|------|
| Journal Line | Transaction Amount | Account | Operating Unit | Dept | Fund Code | Class | Line Descr  |                             |       |          |      |
| 1            | -838.88 USD        | 201001  | 110            |      | 001       |       | AP Accruals |                             |       |          |      |
| 2            | 44.44 USD          | 532020  | 110            | 3000 | 001       | 11030 | AP Accruals |                             |       |          |      |
| 3            | 44.44 USD          | 542020  | 110            | 3000 | 001       | 11030 | AP Accruals |                             |       |          |      |
| 4            | 750.00 USD         | 603020  | 110            | 3001 | 001       | 11030 | AP Accruals |                             |       |          |      |

This page shot only shows the inquiry information for Journal AP00004919. To view the journal lines for a particular journal select the “Show All Lines” check box. You can also select certain journal line numbers that you would like to view by entering the numbers in the From Line and Through Line boxes. Click on the “Query Journal Line Again” icon to view the journal lines.



## DRILL DOWN CAPABILITIES

Careful analysis often requires that you identify the source of accounting transactions. Now, using cross-product drill down functionality across product lines, you can drill down from account balances in General Ledger to specific transactions in other PeopleSoft products. This new feature provides quick and easy access to detailed supporting information.

For example, in the General Ledger Inquiry pages, drill down to Ledger Activity or Journal Line Detail, click on the Journal Line # and from there the system will transfer you to the originating entry in the associated PeopleSoft application, such as Accounts Payable. From here, you can drill around to supporting detail within Accounts Payable or to detail in another PeopleSoft application.

Click on the Journal Line # 4 in the previous screen shot to access the following page.

| Journal Drill Down               |                |            |            |                 |             |         |           |       |  |
|----------------------------------|----------------|------------|------------|-----------------|-------------|---------|-----------|-------|--|
| Journal ID                       |                |            |            |                 |             |         |           |       |  |
| Unit                             | Journal        | Date       | Ledger     | Line            | Line Descr  |         |           |       |  |
| 11000                            | AP00004919     | 02/20/2003 | ACTUALS    | 4               | AP Accruals |         |           |       |  |
| <a href="#">Go to GL Journal</a> |                |            |            |                 |             |         |           |       |  |
| Account                          | Operating Unit | Fund Code  | Department | Program Code    | Class Field | Project | Stat Amt  | Stat: |  |
| 603020                           | 110            | 001        | 3001       |                 | 11030       |         |           |       |  |
| Base Amount                      |                |            |            | Transaction Amt |             |         | Currency: |       |  |
| 750.00 USD                       |                |            |            | 750.00          |             |         | USD       |       |  |

| Detail               |            |           |            |              |                             |                   |                 |  |  |
|----------------------|------------|-----------|------------|--------------|-----------------------------|-------------------|-----------------|--|--|
|                      |            |           |            |              | Customize   Find   View All | First 1 of 1 Last |                 |  |  |
| Chartfields          |            |           |            |              |                             |                   |                 |  |  |
| Voucher Information  |            |           |            |              |                             |                   |                 |  |  |
| Document Information |            |           |            |              |                             |                   |                 |  |  |
| Unit                 | Acctg Date | Fund Code | Department | Program Code | Class Field                 | Project           | Statistics Code |  |  |
| 11000                | 02/20/2003 | 001       | 3001       |              | 11030                       |                   |                 |  |  |

Switch tabs to the Voucher Information Tab. See example below:

Journal Drill Down

Journal ID

| Unit        | Journal        | Date       | Ledger     | Line            | Line Descr  |         |          |       |                                  |
|-------------|----------------|------------|------------|-----------------|-------------|---------|----------|-------|----------------------------------|
| 11000       | AP00004919     | 02/20/2003 | ACTUALS    | 4               | AP Accruals |         |          |       | <a href="#">Go to GL Journal</a> |
| Account     | Operating Unit | Fund Code  | Department | Program Code    | Class Field | Project | Stat Amt | Stat: |                                  |
| 603020      | 110            | 001        | 3001       |                 | 11030       |         |          |       |                                  |
| Base Amount |                |            |            | Transaction Amt |             |         |          |       | Currency                         |
| 750.00 USD  |                |            |            | 750.00          |             |         |          |       | USD                              |

Detail

Customize | Find | View All |

First 1 of 1 Last

Chartfields

Voucher Information

Document Information

| Voucher ID | Descr                | Vchr Line | Distrib Line | Amount     | Base Amount |
|------------|----------------------|-----------|--------------|------------|-------------|
| 00000002   | Expense Distribution | 1         | 1            | 750.00 USD | 750.00 USD  |

Click on the Voucher ID hyperlink [00000002](#) to go to the following page:

## VOUCHER ACCOUNTING ENTRIES PAGE – MAIN INFORMATION TAB

**Voucher Accounting Entries**

\*Business Unit:  Voucher ID:  Invoice Number:

\*Accounting Line View Option:  ☐ Show Foreign Currency

Invoice Date: 02/11/2003 Vendor ID: 0000000004 Vendor Name: Kirk's Consultant Company

**Accounting Information** Find | View All First 1 of 2 Last

Posting Process: AP Accrual GL Dist Status: Distributed

| Description          | Monetary Amount | Currency Code | Ledger | GL Unit |
|----------------------|-----------------|---------------|--------|---------|
| Accounts Payable     | -750.00         | USD           |        | 11000   |
| Expense Distribution | 750.00          | USD           |        | 11000   |

The header information on this page shows Voucher ID, Invoice Number, Invoice Date, Vendor ID and Vendor Name. The Main Information tab shows the dollar amount for each row. Switch tabs to the ChartFields tab

## VOUCHER ACCOUNTING ENTRIES PAGE – CHARTFIELD TAB

**Voucher Accounting Entries**

\*Business Unit:  Voucher ID:  Invoice Number:

\*Accounting Line View Option:  ☐ Show Foreign Currency

Invoice Date: 02/11/2003 Vendor ID: 0000000004 Vendor Name: Kirk's Consultant Company

**Accounting Information** Find | View All First 1 of 2 Last

Posting Process: AP Accrual GL Dist Status: Distributed

| Tax Authority | Account | Oper Unit | Fund | Dept | Program | Class | Project |
|---------------|---------|-----------|------|------|---------|-------|---------|
|               | 201001  | 110       | 001  |      |         |       |         |
|               | 603020  | 110       | 001  | 3001 |         | 11030 |         |

Switch tabs again to the Journals tab

## VOUCHER ACCOUNTING ENTRIES PAGE – JOURNAL TAB

**Voucher Accounting Entries**

\*Business Unit:   Voucher ID:   Invoice Number:

\*Accounting Line View Option:

Invoice Date: 02/11/2003 Vendor ID: 0000000004 Vendor Name: Kirk's Consultant Company

**Accounting Information** [Find](#) | [View All](#) First  of 2

Posting Process: AP Accrual GL Dist Status: Distributed

[Main Information](#) [Chartfield](#) [Journal](#)

| Journal ID | Line | Journal Date | Doc Type | DocSeqNb | Doc Seq Date | Budget Date | Budget Status | Primary |
|------------|------|--------------|----------|----------|--------------|-------------|---------------|---------|
| AP00004919 | 1    | 02/20/2003   |          |          |              | 02/20/2003  | V             | Y       |
| AP00004919 | 4    | 02/20/2003   |          |          |              | 02/20/2003  | V             | Y       |

This tab shows the cross-reference information back to the Journal that we started from.

# BUDGET DETAIL INQUIRY

This page is used to view specific budget details for a single control budget.

**Navigation:** *Commitment Control > Review Budget Activities > Budget Inquiry > Budget Details*

**NOTE:** You can add a controlled budget Inquiry Name or select to Update/Display and select an existing Inquiry Name in the dialog box. Once you have created an inquiry you can save it and use it as often as you like to access the same or related controlled budget information.

## Budget Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

|                           |             |        |   |
|---------------------------|-------------|--------|---|
| Business Unit:            | =           | 11000  | Q |
| Ledger Group:             | =           | APP_LN | Q |
| Account:                  | begins with |        | Q |
| Department:               | begins with |        | Q |
| Operating Unit:           | begins with |        | Q |
| Product:                  | begins with |        | Q |
| Fund Code:                | begins with |        | Q |
| Class Field:              | begins with | 11010  | Q |
| Program Code:             | begins with |        | Q |
| Budget Reference:         | begins with |        | Q |
| Affiliate:                | begins with |        | Q |
| Fund Affiliate:           | begins with |        | Q |
| Operating Unit Affiliate: | begins with |        | Q |
| Chartfield 1:             | begins with |        | Q |
| Chartfield 2:             | begins with |        | Q |
| Chartfield 3:             | begins with |        | Q |

Use the Criteria page to specify the values that identify your controlled budgets and Budget Periods on which you wish to inquire. There are two views (Summary and Detail) of the five types of controlled budgets (APPROP, APP\_LN, ORG, PROJECT or REVENUE) available from this page.

If you know the values, select the budget keys for the particular controlled budget on which you want to make inquiries. However, if you are not sure of the key values for Dept, Fund, Class, Account, and Operating Unit you can leave the field blank to reference all possible values for that field in the controlled budget you've selected. Using a combination of values and the wild card you can narrow your budget selections.

Input the Business Unit (11000), Ledger (APP\_LN), the Class (11010) and click on [Search](#). The **Search Results** will be displayed at the bottom portion of the page.

First 1-2 of 2 Last

| Account | Department | Operating Unit | Product | Fund Code | Class Field | Program Code | Budget Reference | Affiliate | Fund Affiliate | Operating Unit Affiliate | Chartfield 1 | Chartfield 2 | Chartfield 3 | PC Business Unit | Project ID | Activity Type | Resource | Budget Period |
|---------|------------|----------------|---------|-----------|-------------|--------------|------------------|-----------|----------------|--------------------------|--------------|--------------|--------------|------------------|------------|---------------|----------|---------------|
| (blank) | (blank)    | 110            | (blank) | (blank)   | 11010       | (blank)      | (blank)          | (blank)   | (blank)        | (blank)                  | (blank)      | (blank)      | (blank)      | (blank)          | (blank)    | (blank)       | (blank)  | 2003L1        |
| (blank) | (blank)    | 110            | (blank) | (blank)   | 11010       | (blank)      | (blank)          | (blank)   | (blank)        | (blank)                  | (blank)      | (blank)      | (blank)      | (blank)          | (blank)    | (blank)       | (blank)  | 2003L2        |

Click on the link of the control budget being inquired on.

## Budget Details

| Business Unit | Ledger Group | Oper Unit | Class Field | Budget Period |
|---------------|--------------|-----------|-------------|---------------|
| 11000         | APP_LN       | 110       | 11010       | 2003L2        |

## Ledger Amounts

|                            |              |     |                            |     |
|----------------------------|--------------|-----|----------------------------|-----|
| <b>Budget:</b>             | 1,632,007.61 | USD | <b>Max Rows</b>            | 100 |
| <b>Expense:</b>            | 7,066.00     | USD | <a href="#">Attributes</a> |     |
| <b>Encumbrance:</b>        | 0.00         | USD | Parent / Children          |     |
| <b>Pre-Encumbrance:</b>    | 0.00         | USD | Associated Budgets         |     |
| <b>Associated Revenue:</b> | 0.00         | USD |                            |     |

## Available Budget

|                           |              |     |                 |          |                           |
|---------------------------|--------------|-----|-----------------|----------|---------------------------|
| <b>Without Tolerance:</b> | 1,624,941.61 | USD | <b>Percent:</b> | (99.57%) | <a href="#">Forecasts</a> |
| <b>With Tolerance:</b>    | 1,624,941.61 | USD | <b>Percent:</b> | (99.57%) |                           |

## Budget Exceptions

|                          |   |                            |   |                   |
|--------------------------|---|----------------------------|---|-------------------|
| <b>Exception Errors:</b> | 0 | <b>Exception Warnings:</b> | 0 | Budget Exceptions |
|--------------------------|---|----------------------------|---|-------------------|

[Return to Search](#)
[Next in List](#)
[Previous in List](#)
[Notify](#)

The top section of this page identifies the specific budget being inquired on. The Ledger Amount section shows the total Budget, pre-encumbered, encumbered and expended. The Available Budget section shows the amount of budget still available.

[Attributes](#) - Clicking this link will open the Budget Detail Attributes page, where the budget status, Commitment Control option, begin and end dates, and budget tolerance for the control budget can be viewed.


## Budget Detail Attributes

### Control Budget Attributes

|                                   |            |
|-----------------------------------|------------|
| <b>Commitment Control Option:</b> | Control    |
| <b>Tolerance Percent:</b>         | 0.00000000 |
| <b>Budget Status:</b>             | Open       |
| <b>Begin Date:</b>                | 01/01/2003 |
| <b>End Date:</b>                  | 06/30/2003 |

OK

[Budget Exceptions](#) – Click the link to open the Budget Exceptions page, where exceptions can be viewed and overridden.

 - The **View Related Links** button accesses the Ledger, Budget Journal, or the Budget Details Activity Log page. Upon clicking this button next to the “Budget” amount, the following page appears.

Please select one of the following links:

[Drill to Ledger](#)

[Drill to Budget Journal](#)


Click on the [Drill to ledger](#) hyperlink.


## DRILL TO LEDGER

The page may be used to view the control budget ledger rows that make up the ledger total.

### Ledger

Business Unit: 11000    Ledger: APP\_LN\_BUD

| Account   | Operating Unit | Class | Budget Period | Base Amount    | Transaction Amount | Last Update DateTime  | Process Instance |
|---|----------------|-------|---------------|----------------|--------------------|-----------------------|------------------|
|  | 110            | 11010 | 2003L2        | 1632007.61 USD | 1632007.61 USD     | 02/19/2003 12:40:26PM | 469              |

Press the  (**Drill Down**) button to access the Budget Details – Budget Journal page.

## DRILL TO BUDGET JOURNAL

The page may be used to view the ChartFields and amounts for the budget lines of the budget journal.

### Budget Journal

Business Unit: 11000 Ledger: APP\_LN\_BUD

| Journal ID | Date       | Status | Line # | Account | Operating Unit | Class | Budget Period | Foreign Amount | Monetary Amount | Line Descr | Entry Type |
|------------|------------|--------|--------|---------|----------------|-------|---------------|----------------|-----------------|------------|------------|
| 0000000809 | 02/19/2003 | Posted | 2      |         | 110            | 11010 | 2003L2        | 1632007.61 USD | 1632007.61 USD  |            | Original   |

OK



- The **Show Journal Detail** button opens a new window with the Budget Header page, where you can view details for the budget entry.

Budget Header

Budget Lines

Budget Errors

Unit: 11000 Journal ID: 0000000809 Date: 02/19/2003

Fiscal Year: 2003 Period: 8

Ledger Group: APP\_LN Budget Header Status: P

Control ChartField: OPERATING\_UNIT Currency: USD

Rate Type: CRRNT

Exchange Rate: 1.00000000

Cur Effdt: 07/01/2001

Budget Type: Expense

Budget Entry Type

☒ Original
 ☐ Adjustment

Long Description:

Save

Return to Search

Notify

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

## REPORTS

Often the PeopleSoft ledger and journal inquiries, as discussed in the sections above, provide enough information to answer basic questions about an account balance or specific Journal Entry. However, there is often the need to see more information or detail than these inquiries provide. Using, PeopleSoft baseline reports, Query, or nVision you can obtain this additional information.

The following is a partial list of the standard reports shown in the Reports drop down menu. Each of these reports is run via a process using a run control. It is suggested that each user establish one run control (i.e. AD HOC or REPORTS) to run these reports. The State is developing various other reports as needed. Those reports are not shown in this manual.

### SELECTED GENERAL LEDGER REPORTS

| Report ID and Name                 | Description  | Navigation  |
|------------------------------------|--|---|
| GLC7501<br>Journal Entry Detail    | Shows journal entry detail information by business unit, journal ID, date, description, ledger group, source, reversal, foreign currency, rate type, effective date, and effective rate. It also shows line number, account, description, amount, rate type, exchange rate, foreign amount, base amount, and totals for the journal. (Crystal) | General Ledger, Journals, Journal Entry, Create Journal Entries, Journal Entry Lines Page, Select Print Journal value in the Process field, and click Process button. |
| GLS7002<br>General Ledger Activity | Lists the beginning and ending ledger balances by ChartField combination and account. Also lists the detailed journal line activity posted against the ledger for the accounting periods that are specified. (SQR)   | General Ledger, General Reports, General Ledger Activity  |
| GLS7012<br>Trial Balance           | Combines detail and summary balance information. Shows the ending ledger balances for the specified year and period by ChartField combination. Also displays subtotals by ChartField. Prints a final total for debits and credits. (SQR)   | General Ledger, General Reports, Trial Balance  |
| GLS7011<br>Journal Edit Errors     | Provides detailed information about journal edit errors: period, journal ID, date, source, reference number, error type, line, line description, field name, and error message. (SQR)  | General Ledger, Journals, Process Journals, Journal Edit Errors Report  |



### SELECTED BUDGETARY REPORTS

| Report ID and Report Name                           | Description   | Navigation   |
|---|---|--|
| FIN0024<br>Budget Reference                         | Lists all valid Budget Reference ChartField values in a SetID. (Crystal)  | Set Up Financials/ Supply Chain, Common Definitions, Design ChartFields, Reports, ChartField Reports, Budget Reference |
| GLC8100<br>Budget Attributes                        | Displays the attributes of all budgets in a business unit as of the date you enter (Crystal).   | Commitment Control, Define Control Budgets, Budget Setup, Budget Attributes Report, Budget Attributes                  |
| GLC8530<br>Budget Checking Batch Process Statuses   | Displays the budget checking status of source transactions that have been budget-checked. Select reports by source transaction type, process instance, and process status. (Crystal)  | Commitment Control, Review Budget Activities, Budget Reports, Budget Checking Status, Parameters                       |
| GLC8570<br>Commitment Control Activity Log (detail) | Displays budget-checking activity by Commitment Control Transaction Date, Commitment Control Transaction ID, source transaction type, Commitment Control ledger group, and ledger type (amount type). (Crystal)   | Commitment Control, Review Budget Activities, Budget Reports, Activity Log, Parameters                                 |
| GLC8571<br>Commitment Control Activity Log Summary  | Displays budget-checking activity summarized by budget and ledger type (amount type). Selection criteria include Commitment Control Transaction Date, Commitment Control Transaction ID, source transaction type, Commitment Control ledger group, and ledger type. (Crystal) | Commitment Control, Review Budget Activities, Budget Reports, Activity Log, Parameters                                 |
| GLS8002<br>Budget Ledger Detail                     | Displays budgets and their budget journals. (SQR)   | Commitment Control, Maintain Budgets, Post Control Budget Journals, Budget Ledger Details, Budget Ledger Dtl           |
| GLS8005<br><br>Budget Transaction Detail            | Displays transaction line details (budget post date, source transaction type, document ID, ledger amounts, override user ID) for budgets.   | Commitment Control, Review Budget Activities, Budget Reports, Budget Transaction Detail                                |
| GLS8510<br>Ledger Details                           | Displays such details as amounts and currency for each ledger (amount type) in the control budgets you select, as well as the available amount for the budget. (SQR)  | Commitment Control, Review Budget Activities, Budget Reports, Ledger Details, Run GLS8510                              |

**SELECTED ACCOUNTS PAYABLE REPORTS**

| Report ID and Report Name                | Descriptions  | Navigation  |
|--|---|---|
| APS2001<br>Prompt Pay Report             | Summarizes how efficiently a government agency made their vendor payments for a year. (SQR Report)  | Accounts Payable, Reports, Payments, Prompt Pay Report            |
| APS8001<br>Voucher Activity              | Lists voucher activity by business unit, fund, department, program, class, account, budget period, project/grant, remaining amount, due date, and agency location code.   | Accounts Payable, Reports, Vouchers, Voucher Activity Report      |
| APS8002<br>Disbursement Activity Report  | Lists disbursement activity by business unit, fund, department, program, class, account, budget period, project/grant, remaining amount, due date, and agency location code.  | Accounts Payable, Reports, Payments, Disbursement Activity Report |
| APY1010<br>Voucher Register              | Lists vouchers by business unit, date entered, and Voucher ID. (Crystal Report)   | Accounts Payable, Reports, Vouchers, Voucher Register             |
| APY1020<br>Posted Voucher Listing Report | Lists all posted vouchers for a given business unit and date range. For each Voucher ID, the report lists Document Type, Document Date, Document Sequence, Ledger, Accounting Date, Application Journal, Dist Type, Vchr Line, Dist Line, GL Unit, Account, Dept, Product, Project, Debit Amount, Credit Amount, Currency Code, and Unpost Seq#. (Crystal Report) | Accounts Payable, Reports, Vouchers, Posted Voucher Listing       |

**SELECTED PURCHASING REPORTS**

| Report ID and Report Name                | Description   | Navigation  |
|--|---|---|
| POPO008<br>Purchase Order Reconciliation | Provides information about POs that have been closed by the last run of the PO RECON process. (SQR)   | Purchasing, Purchase Orders, Reconcile POs, Close Purchase Orders, Close PO |
| POPO009<br>PO Activity                   | Lists purchase order activity for the PO business unit, GL business unit, department, and dates you select. Reviewing this report enables you to perform comparisons and resolve discrepancies proactively. (SQR) | Purchasing, Purchase Orders, Reports, Activity, PO Activity                 |
| POROL001                                 | Review open purchase orders for the budget  | Purchasing, Purchase Orders,  |

| Report ID and Report Name                | Description   | Navigation  |
|--|---|---|
| Open Purchase Order                      | year-end process. The information of the Purchase Order distribution lines display in this report if their encumbrances still remain on the KK_LIQUIDATION table.   | Budget Year End Processing, Open Purchase Order Report, Open Purchase Order                       |
| POROL002<br>PO Rollover                  | Review the four different Roll statuses (Pre Roll, Rolled, Mid Roll, and Error) of the purchase orders during the budget year-end process.  | Purchasing, Purchase Orders, Budget Year End Processing, PO Rollover Activity Report, PO Rollover |
| PORQ009<br>Req Recon                     | Provides information about requisitions that have been closed by the last run of the Requisition Reconciliation process (PO_REQRCON). (SQR)   | Purchasing, Requisitions, Close Requisitions  |
| PORQ011<br>Requisition Template          | Provides a listing of the items most commonly ordered, along with vendor and manufacturer information. It is used to facilitate data entry of commonly ordered items. (SQR)   | Purchasing, Requisitions, Reports, Requisition Template   |
| POY1100<br>Requisition to PO XREF        | Provides information about selected requisitions and the POs that have been created from them. (Crystal)  | Purchasing, Requisitions, Reports, PO/Requisition Xref, Requisition to PO XREF                    |
| POY4008<br>Expediting Report by Due Date | Provides PO details such as late days and due date sorted by due date. Use it to help determine which POs may require expediting. (Crystal)   | Purchasing, Purchase Orders, Reports, Expediting, Expediting Report                               |
| POY4010<br>PO Listing by PO Date         | Provides PO information sorted by PO date. (Crystal)  | Purchasing, Purchase Orders, Reports, Listings, PO Listings                                       |
| POY4100<br>PO To Requisition XREF        | Provides a cross-reference between requisitions and the POs created from those requisitions. (Crystal)  | Purchasing, Purchase Orders, Reports, Requisition/PO Xref, PO To Requisition Xref                 |
| POY5001<br>Receiver Summary              | Provides a summary listing of receipts within a specified date range. (Crystal)   | Purchasing, Shipments, Reports, Receipt Summary, Receiver Summary                                 |
| POY5060<br><br>RTV Credits               | Provides details of RTV transactions, sorted by vendor and RTV ID, and lists the buyer, line details, and the distribution information selected on the return. Totals are provided for each RTV ID and vendor.<br><br>This report is available at any time after the vendor return is entered and saved in PeopleSoft Purchasing. (Crystal) | Purchasing, Return To Vendor, Credits Report, RTV Credits   |
| POY6100                                  | Provides a cross-reference between requests for   | Purchasing, Requests for Quotes,  |

| Report ID and Report Name | Description   | Navigation   |
|---------------------------|---|--|
| REQ/RFQ Cross Reference   | quotes and the requisitions created from those requests for quotes. (Crystal) | Requisition/RFQ Xref Report, REQ/RFQ Cross Reference |

## EXAMPLE REPORT - TRIAL BALANCE

This section describes how to create a trial balance report (GLS7012).

**Navigation:** General Ledger > General Reports > Trial Balance > Find an Existing Value

### Trial Balance

[Find an Existing Value](#)
[Add a New Value](#)

Run Control ID:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Enter "REPORTS" and press [Add](#).

### TRIAL BALANCE PARAMETERS PAGE

Trial Balance

Run Control ID: 
[Report Manager](#)
[Process Monitor](#)
[Run](#)

Language:

Report Request Parameters

Unit: 
\*Ledger: 

[Customize](#) | [Find](#) | [View All](#)

First 1 of 1

Fiscal Year: 
Currency Code: 
Period:

Currency Option: 
☐ Display Full Numeric Field

Adjustment Period

+
-

[Refresh](#)

ChartField Selection

[Customize](#) | [Find](#)

First 1 of 1

| Sequence             | Field Long Name      | Select                   | Descr                    | Subtotal                 | Value                |
|----------------------|----------------------|--------------------------|--------------------------|--------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |

[Save](#)
[Notify](#)

[Add](#)
[Update/Display](#)

The Trial Balance parameters looks like the above page upon initial use of the run control. Several values must be changed to identify the report to be created. The key fields on this page are discussed below.

|             |  |
|-------------|--|
| Unit        | Business Unit or Agency number.  |
| Ledger      | This will typically be populated with "ACTUALS." However, there may be a need to run trial balances of various other ledgers especially during year-end closing. |
| Fiscal Year | Enter the fiscal year to be included in the report. Remember that fiscal year 2003 starts in July 2002 and ends in June 2003.                                    |
| Period      | Enter the accounting period the report will go through. Remember that the accounting periods are 1 through 12 starting in July.                                  |

Once these values have been populated, press **Refresh**. The page refreshes as follows:

Trial Balance

Run Control ID: REPORTS

[Report Manager](#)
[Process Monitor](#)

Run

Language: English

Report Request Parameters

Unit: 11000
Leger: ACTUALS

Customize Find View All
First 1 of 1 Last

Fiscal Year: 2003
Currency Code:
Period: 8

Adjustment Period
1
+ -

Currency Option: Base
☐
☐
☐
Display Full Numeric Field

Refresh

ChartField Selection

Customize Find
First 1-11 of 11 Last

| Sequence | Field Long Name | Select                              | Descr                    | Subtotal                 | Value |
|----------|-----------------|-------------------------------------|--------------------------|--------------------------|-------|
| 1        | Account         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |
| 2        | Operating Unit  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |
| 3        | Fund Code       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |
| 4        | Department      | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |       |
| 5        | Program Code    | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |       |
| 6        | Class Field     | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |       |
| 7        | Project         | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |       |
| 8        | Book Code       | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |       |
| 9        | Currency Code   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |       |

Once the page refreshes, you can define which ChartFields should be included in the output and also define which ChartField values are to be included in the report. In the above example, we have checked “Select” for various ChartFields. These fields will be included in the report. We could have also checked Descr to include the description of the ChartField or checked Subtotal to provide subtotals by the selected ChartField.

There is a Value column that allows us to restrict the trial balance to specific ChartField values if we choose.

Once all criteria are entered, press **Run**. This brings up the process scheduler below.

## Process Scheduler Request

User ID: kreynolds Run Control ID: REPORTS

Server Name:  Run Date: 03/14/2003

Recurrence:  Run Time: 10:57:01AM

Time Zone:

**Process List**

| Select                              | Description          | Process Name | Process Type | *Type | *Format |
|-------------------------------------|----------------------|--------------|--------------|-------|---------|
| <input checked="" type="checkbox"/> | Trial Balance Report | GLS7012      | SQR Report   | Web   | PDF     |

Press **OK**. This takes you back to the Trial Balance Parameters page.

**Trial Balance**

Run Control ID: REPORTS [Report Manager](#) [Process Monitor](#)

Language: English Process Instance: 2547

**Report Request Parameters**

Unit: 11000  \*Ledger: ACTUALS

Fiscal Year: 2003 Currency Code: Period: 8

Currency Option: Base  ☐ Display Full Numeric Field

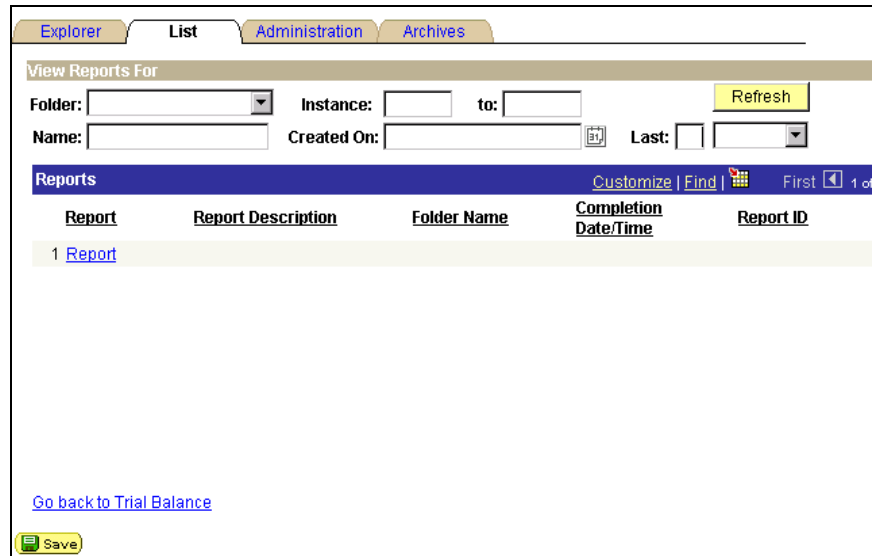
Adjustment Period: 1

**ChartField Selection**

| Sequence | Field Long Name | Select                              | Descr                    | Subtotal                 | Value                |
|----------|-----------------|-------------------------------------|--------------------------|--------------------------|----------------------|
| 1        | Account         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| 2        | Operating Unit  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| 3        | Fund Code       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
|          | Project         | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |

As you can see above, the Process Instance is noted on this page. At this point, press [Report Manager](#) to move to the Report Manager List page.

## REPORT MANAGER – LIST PAGE



Explorer List Administration Archives

View Reports For

Folder:  Instance:  to:  Refresh

Name:  Created On:  Last:

Reports Customize Find First 1 of 1

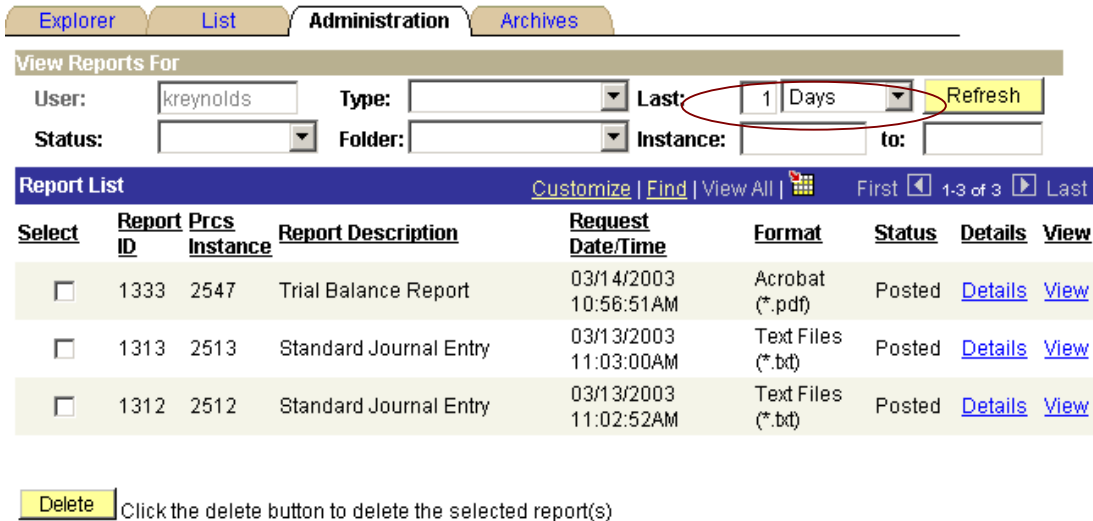
| Report   | Report Description | Folder Name | Completion Date/Time | Report ID |
|----------|--------------------|-------------|----------------------|-----------|
| 1 Report |                    |             |                      |           |

[Go back to Trial Balance](#)

Save

This page shows no results. However, from here you can either press the hyperlink [Go back to Trial Balance](#) to return to the Trial Balance page or press the “Administration” tab to bring up the following page.

## REPORT MANAGER – ADMINISTRATION PAGE



Explorer List Administration Archives

View Reports For

User:  Type:  Last:  Days Refresh

Status:  Folder:  Instance:  to:

Report List Customize Find View All First 1-3 of 3 Last

| Select                   | Report ID | Prcs Instance | Report Description     | Request Date/Time     | Format             | Status | Details                 | View                 |
|--------------------------|-----------|---------------|------------------------|-----------------------|--------------------|--------|-------------------------|----------------------|
| <input type="checkbox"/> | 1333      | 2547          | Trial Balance Report   | 03/14/2003 10:56:51AM | Acrobat (*.pdf)    | Posted | <a href="#">Details</a> | <a href="#">View</a> |
| <input type="checkbox"/> | 1313      | 2513          | Standard Journal Entry | 03/13/2003 11:03:00AM | Text Files (*.txt) | Posted | <a href="#">Details</a> | <a href="#">View</a> |
| <input type="checkbox"/> | 1312      | 2512          | Standard Journal Entry | 03/13/2003 11:02:52AM | Text Files (*.txt) | Posted | <a href="#">Details</a> | <a href="#">View</a> |

Delete Click the delete button to delete the selected report(s)

This page shows all reports that have been created for a specific period of time. In this case it shows all reports run in the last 1 day. The report we want to pull up is the Trial Balance with Report Instance 1880.

Note: the report process may not be completed by the time you get to this page. You'll know when the process is complete by looking for the word “Posted” in the Status column. At this point, press the hyperlink [View](#), which brings you to the following page.

## Report Detail

Report ID: 1333      Process Instance: 2547  
 Name: GLS7012      Process Type: SQR Report  
 Trial Balance Report

### File List

| Name                             | File Size (bytes) | Datetime Created                 |
|----------------------------------|-------------------|----------------------------------|
| <a href="#">GLS7012_2547.PDF</a> | 4,338             | 03/14/2003 10:57:13.640000AM PST |
| <a href="#">Trace File</a>       | 108               | 03/14/2003 10:57:13.640000AM PST |
| <a href="#">Message Log</a>      | 1,654             | 03/14/2003 10:57:13.640000AM PST |

[Return](#)

On this page press the hyperlink ending in .PDF. In this case the hyperlink is [GLS7012\\_2547.PDF](#). This brings up the actual report in a PDF format in a separate window.


## TRIAL BALANCE REPORT

Report ID: GLS7012  
 Bus. Unit: 11000--Office of Management & Budget  
 Ledger: ACTUALS -- Actuals Ledger  
 As of Year 2003 and Period 8  
 Base Currency: USD

PeopleSoft GL  
 TRIAL BALANCE

Page No. 1  
 Run Date 03/14/2003  
 Run Time 10:57:02

| Account | Oper Unit | Fund | Transaction Debit | Transaction Credit |
|---------|-----------|------|-------------------|--------------------|
| 105251  |           | 001  | 0.00              | 600.00             |
|         |           | 460  | 975.00            | 0.00               |
|         | 110       | 001  | 0.00              | 503,479.05         |
|         |           | 211  | 500.00            | 0.00               |
|         |           | 460  | 0.00              | 1,000.00           |
|         |           | 790  | 7,023.03          | 0.00               |
|         |           | 902  | 0.00              | 100.00             |
|         | 900       | 496  | 198,439.46        | 0.00               |
|         | 901       | 275  | 2,773.36          | 0.00               |
|         |           | 701  | 1,200.83          | 0.00               |
|         |           | 730  | 1,962.47          | 0.00               |
|         |           | 790  | 5,996.36          | 0.00               |
| 201001  | 110       | 001  | 0.00              | 70,217.77          |
|         |           | 288  | 0.00              | 199.99             |
|         |           | 790  | 0.00              | 855.54             |
| 211001  | 110       | 001  | 0.00              | 229.00             |
| 432005  | 110       | 460  | 0.00              | 975.00             |
| 462115  | 901       | 701  | 0.00              | 1,200.83           |
| 463021  | 110       | 001  | 0.00              | 153,286.96         |
|         | 901       | 730  | 0.00              | 1,962.47           |
| 463027  | 110       | 790  | 0.00              | 6,514.53           |
| 464035  | 110       | 211  | 0.00              | 500.00             |
| 474035  | 901       | 275  | 0.00              | 2,773.36           |
| 481025  | 901       | 790  | 0.00              | 5,996.36           |
| 482008  | 110       | 790  | 0.00              | 508.50             |
| 490458  | 900       | 496  | 0.00              | 198,439.46         |
| 511005  | 110       | 001  | 22.00             | 0.00               |
| 511020  | 110       | 001  | 3,000.00          | 0.00               |
| 511025  | 110       | 001  | 3,000.00          | 0.00               |
| 511035  | 110       | 001  | 1,000.00          | 0.00               |
| 511040  | 110       | 001  | 200.00            | 0.00               |
| 511045  | 110       | 001  | 550,000.00        | 0.00               |
| 511050  | 110       | 001  | 100,000.00        | 0.00               |
| 514000  | 110       | 001  | 44.44             | 0.00               |
| 921015  | 110       | 001  | 110.00            | 0.00               |

The report can be saved or printed at this point using the functionality of the Windows Browser. To close the separate window, press  in the upper right corner of the browser.



In the Report Detail window, press [Return](#) to go back to the Administration tab. From the Administration tab select the List tab. On the List tab you can select the hyperlink to return to the trial balance page.

## ALLOCATIONS

Most businesses have some expenses or assets that are held or accumulated in one entity but must be shared by more than one Business Unit, department or other entity. Typically, you allocate these balances and statistical quantities across the entities within your organization so that they recognize an appropriate share of the amounts.

Allocations offer the following advantages:

- Save allocation specifications and you need not continually recreate standard allocations for such things as rent, utilities, and administrative expenses each time they are allocated.
- Using TimeSpans (*rolling* time frames), automate the determination of accounting periods for your allocations.
- Generate journal entries, edit and post them to update ledgers from the Allocations process or choose to post them later in a separate process.
- Create calculations logs for a complete audit trail.

When you are defining an allocation, first determine your desired end result. For example, the cost of renting an office building might be shared among the departments housed in that building. If rent is paid as a single expense and is initially charged to one department, you can allocate the expense to each department in proportion to its share of office space, personnel head count, or any other fixed, percentage, or statistical criteria.

After you determine the purposes of your allocations, you know which ChartFields are affected. Keep these in mind as you establish the following basic elements of your allocation:

|                        |  |
|------------------------|--|
| <b>Allocation Type</b> | Calculation type for the pool and basis. It describes how the basis is used to distribute the pool amounts to the target.  |
| <b>Pool</b>            | The amount or amounts to be allocated. This amount can originate from a ledger or any table, or you can specify a fixed amount. If it comes from a ledger, Allocations uses the ledger definition to determine its table name and other characteristics (such as calendar, MultiBook, and base currency). If the pool record is a table, specify the table name. |
| <b>Basis</b>           | Used to determine how and in what proportion the pool amounts are distributed to the various targets.  |
| <b>Target</b>          | This is the destination or where the amounts defined by the pool and basis are allocated.  |
| <b>Offset</b>          | Entries that balance the targets. These entries usually reflect the clearing of pool amounts as they are transferred to the targets.   |
| <b>Amount Fields</b>   | There must be a mapping of the amount fields between the pool, basis and target records.   |

### STEP 1: DEFINE ALLOCATION

*Navigation: Allocations > Set Up and Perform Allocations > Define Allocation Steps*

## ALLOCATION TYPE PAGE

| Type  | Pool | Basis | Target | Offset | Output Options | Round Options |
|---|------|-------|--------|--------|----------------|---------------|
| SetID: STATE Step: FISCAL   |      |       |        |        |                |               |
| <div>Effective Date</div> <div>Find   View All First 1 of 1 Last</div> <div> <div>Effective Date: 09/01/2002</div> <div>Status: Active</div> <div>Description: Fiscal Allocation</div> <div>Allocation Type: Spread Evenly</div> <div>Extension opcode: Add</div> <div>Transaction Code:</div> </div> |      |       |        |        |                |               |

### Allocation Type

Determines the calculation options—how to determine the pool amounts going to the targets. Select one of the following Allocation Types:

**Copy** - Copies pool amounts to the target/offset with possible percentage changes.

**Spread Evenly** - Divides pool amounts equally by the specified basis fields to derive the target amounts. For example, this type divides the pool equally in thirds among Dept ID 0100, 0200, and 0300.

**Allocate on Fixed Basis** - Allocates on a fixed basis and percentage of *pro rata* allocation. This is based on the fixed allocation percentage you specify in the % field in the Value/Node scroll area on the Allocations - Basis page.

**Prorata with Record Basis** - Divides the pool amount among the targets based on amounts stored in the basis record.

**Arithmetic Operation** - Defines the allocation calculation as a mathematical operation between the pool and basis.

### Extension opcode

When you select Arithmetic Operation, the extension operation code field becomes active and you can select *Add*, *Subtract*, *Multiply*, or *Divide*.

### Transaction Code

Select the appropriate code when you use Inter/IntraUnit allocation.

In our case we will use the Allocation Type of “Spread Evenly”.

## ALLOCATION POOL PAGE

Move from the Type Page to the Pool Page. This page shows where the allocation is coming from.

[Type](#) | [Pool](#) | [Basis](#) | [Target](#) | [Offset](#) | [Output Options](#) | [Round Options](#) | [▶](#)

SetID: STATE Step: FISCAL

Effective Date: 09/01/2002 Status: Active Description: Fiscal Allocation

Find | View All First 1 of 1 Last

**Pool Record**

\*Pool Record Type: Ledger Group Pool Ledger: ACTUALS  
 Time Span: PER \*Pool factor: 100.0000  
 Zero Pool Amount Option: Select Next Pool

**Pool Fields**

Field Name: Account

How Specified

☒ Selected Detail Values ☐ Selected Tree Nodes ☐ Range of Values  
 Tree Type: Detail Set Control Value:  
 Tree Name: Level Name:

Specify Values/Range of Values/Tree Nodes

Value To

610110

Field Name: Department

How Specified

☒ Selected Detail Values ☐ Selected Tree Nodes ☐ Range of Values  
 Tree Type: Detail Set Control Value:  
 Tree Name: Level Name:

Specify Values/Range of Values/Tree Nodes

Value To

1103000

## Pool Record Type

Specify one of the following:

Select the *Ledger Group* and enter the ledger group name.

If you want to pool a specific amount, select *Fixed Amount*. When you define the amount fields on the Amount Fields page, you will specify the amount.

## Pool factor (%)

Enter a percentage that refers to the pool amount on the ledger. While the pool amount is typically based on amounts from your ledger, you can choose to base it on any fixed amount, such as equipment cost of USD 40,000 allocated across departments.

## Time Span

Specifies the period relative to the current period—the fiscal year and accounting period to be used to retrieve pool records. Enter a single or multiple period TimeSpan to determine the accounting periods used for the pool. Relative Time Spans such as *PER* (current period activity) retrieve amounts relative to the As of Date you specify on the Allocation Request page. You are not required to specify the Time Span value; if you do, the system retrieves only the pool amounts for the specified

fiscal year and accounting periods. If Time Span is blank, the system retrieves all the pool amounts for all fiscal years and accounting periods. If you specify *Any Table* for the pool record and your pool record does not have both FISCAL\_YEAR and ACCOUNTING\_PERIOD fields, you cannot specify the Time Span value.

If you specify *Ledger Group* for the Pool Record Type, the system determines the fiscal year and accounting period using the calendar defined for the ledger group on the Ledgers for a Unit — Definition page. If you specify *Any Table* for the Pool Record Type, the system determines the fiscal year and accounting period using the calendar defined on the TimeSpans page.

If you specify a multiple periods Time Span, the system adds together the pool amounts for all periods to get one single pool amount regardless of the Basis Time Span, Target Time Span, Basis Span Opt, and Target Span Opt specified. You can never split pool amounts across periods to match basis or target periods.

### Zero Pool Amount Option

Select one of the following options to tell the system how to proceed when the amount of the pool record retrieved is zero:

*Calculate This Pool* — Process the zero amount pool record anyway to create target and offset.

*Select Next Pool* — Skip the zero amount pool record and select the next pool record for processing.

*Stop Processing* — Issue an error message to indicate a zero amount pool record is selected, and stop the allocation step due to this error.

*Calc No Rows as Zero* - If no pool rows are selected based on the Time Span and selection criteria specified in the Pool Fields, the Allocations process processes these rows as zero Pool amounts. For rows that exist in the database, the process will process these rows the same as *Calculate This Pool*. When you use this option, any selection criteria field that you use for the pool must be explicitly defined. For example, if on the Target/Offset pages one of the fields has a source defined as Group by Pool and Basis, then this field must also be defined in the Pool.

Before the Allocation process selects pool records, it groups them together based on how the target and offset fields are specified. It uses the Zero Pool Amount Option logic only if the total amounts of the group of pool records total zero. If some individual pool amounts are zero but the total amount of the group of the pool records is not zero, the system processes this group of pool records.

### Field Name

For the Pool Fields group box, enter the Field Name that the Allocation process uses in selecting only certain pool rows from the pool record. If

your pool record type is a Ledger Group, your pool record name is actually the Ledger record name defined in the Ledger Template for the Ledger Group. The Field Name prompt table lists all fields in the pool record.

If no pool rows are selected based on the Time Span and selection criteria specified in the Pool Fields group box, the Allocations process skips this step unless you specified the *Calc No Rows as Zero* for the Zero Pool Amount Option. You receive the message, "No record row exists for the pool " and if this is a multiple steps group, the system continues processing the next step in the group.

### How Specified

Select the appropriate option or select a combination of the following three methods.

We recommend that you use trees whenever possible to reduce future maintenance should your ChartField values change.

### Selected Detail Values

Activates the first Specify Values/Range of Values/Tree Nodes edit box so you can list individual pool field values, such as specific departments or accounts.

### Selected Tree Nodes

Activates the tree information fields for you to specify a tree from which to select nodes. For the Tree Type, select *Detail* to enter a range of detail values for a node, or *Dynamic* if you want the range of detail values defined by a table in your database. Level Name is optional and is used to limit the prompting to the selected level.

The Set Control Value determines the SetID that the system uses to identify which trees are available in the Tree Name field.

### Range of Values

Activates both Specify Values/Range of Values/Tree Nodes edit boxes for you to enter the beginning and ending pool field values. If you leave the left Value, which is the From value, blank, the system will select all pool field values less than or equal to the To value. You cannot leave the To value blank because the blank value is always the smallest value. You can insert multiple ranges of values.

In our example, the Pool Record is "Ledger Group", the Pool Ledger is "ACTUALS", and the Time Span is "Monthly." The other values are left as they defaulted. Under the Pool Fields section, the following ChartFields and values were used:

| Chartfield | Value   |
|------------|---------|
| Account    | 610110  |
| Department | 1103000 |

## ALLOCATION BASIS PAGE

SetID: STATE Step: FISCAL

Effective Date: 09/01/2002 Status: Active Description: Fiscal Allocation

**Basis Record**

Basis Record Type: Ledger Group Basis Ledger: ACTUALS

Time Span: \*Basis factor: 100.0000

Zero Basis: Stop Processing

**Basis Fields**

\*Field Name: Department

**How Specified**

☒ Selected Detail Values ☐ Selected Tree Nodes ☐ Range of Values

Tree Type: Detail Set Control Value:

Tree Name: Level Name:

**Specify Values/Range of Values/Tree Nodes**

| Value   | To | % |
|---------|----|---|
| 1103001 |    |   |
| 1103002 |    |   |
| 1103003 |    |   |

How you define the basis depends on the Allocation Type you selected on the Allocations - Type page. The following describes what to do for each Allocation Type:

### **Copy**

No basis is required and all fields on the Basis page are unavailable.

### **Spread Evenly**

The Pool amount is divided evenly across the basis field values specified in the basis. No basis rows are required to exist in the basis record specified. You must still specify the **Basis Record Type** so that the system can provide a prompt table listing for **Field Name** in the Basis Fields group box.

In the How Specified group box you can use **Selected Detail Values**, **Selected Tree Nodes**, or **Range of Values** to specify field values.

You can specify more than one **Field Name**; the system will divide the pool amount evenly across all basis field value combinations.

### **Allocate on Fixed Basis**

This is really a special case of *pro rata* allocation where the percentage of the prorata is fixed. As with Spread Evenly, no basis rows are required to exist in the basis record specified. You must still specify the **Basis Record Type** so that the system can provide a prompt table listing on the basis Field Name.

You can only use **Selected Detail Values** to specify basis field values

and you can specify more than one **Field Name**. You also have to specify the fixed % for each field value in the **Specify Value/Range of Values/Tree Nodes** edit box. The total of the percentage for one field does not have to add up to 100%, but the system will use the percentages to calculate the actual percent-to-total for each value.

### ***Prorata with Record Basis***

Basis rows are selected from the Basis Record and their amounts are used to calculate a percent-to-total to distribute the pool amount to each target. Specify **Basis Fields** in the same manner as you do for the pool.

### ***Arithmetic Operation***

Like Prorata with Record Basis, basis rows are selected from the Basis Record and you specify basis in the same manner as you do for the pool. Target amounts are calculated by performing the mathematical operation between each pool and basis amount.

### **Specify the Basis Record Type:**

Select the *Ledger Group* and enter the ledger group name.

### **TimeSpan**

Specify the basis TimeSpan if the allocation type is *Prorata with Record Basis* or *Arithmetic Operation*. Basis TimeSpan works in the same manner as the pool TimeSpan, except that you have an option (Basis Span Opt) to Combine or Split basis amounts for a multiple periods' basis TimeSpan if you also specify a multiple periods Target TimeSpan.

### **Basis Factor (%)**

Applies only to the arithmetic operation.

### **Zero Basis**

Select an option to tell the system how to proceed when the amount of the basis record retrieved is zero if the allocation type is *Prorata with Record Basis* or *Arithmetic Operation*:

- *Calculate This Basis* - Process the zero amount basis record anyway to create target and offset except for Arithmetic Operation - Divide where the system issues an error message and stop this allocation step.
- *Select Next Basis* - Skip the zero amount basis record and select the next basis record for processing.
- *Stop Processing* - Issue an error message to indicate that a zero amount basis record is selected, and stop the allocation step due to this error.
- *Calc No Rows as Zero* - If no basis rows are selected based on the Time Span and selection criteria specified in the **Basis Fields**, the Allocations process processes these rows as zero Basis amounts. For rows that exist in the database, the process processes these rows the same as it processes *Calculate This Basis*.



When you use this option, any selection criteria field that you use for the basis must be explicitly defined. For example, if on the Target/Offset pages one of the fields has a source defined as Group by Pool and Basis, then this field must also be defined in the Basis.

Before the Allocation process selects basis records, it groups them together based on how the target and offset fields are specified. It uses the Zero Basis option logic only if the total amounts of the group of basis records add up to zero. If some individual basis amounts are zero but the total amounts of the group of the basis records are not zero, the system will still process this group of basis records. The Zero Basis option works independently of the Zero Pool option. You can select different options for them and the system proceeds based on your selections.

If no basis rows are selected based on the TimeSpan and selection criteria specified in the Basis Field, Allocations will stop this step unless you specified the *Calc No Rows as Zero* for the **Zero Basis Option**. You receive the message, "No record row exist for the basis..."; whether the system will continue processing the next step in a group depends on the Continue option you specify on the Allocations Group page.

The system then inserts selected basis records into the Basis Working Record. PeopleSoft provides a default basis-working table, ALC\_BSWK\_TBL, which contains most of the Ledger record fields that are used in the basis. If you are using a record, other than ledger, then you will need to create a unique basis record to match your basis record.

### Field Name

Enter the Basis field name that allocations will use in selecting only certain rows from the basis record. If you do not explicitly specify the BUSINESS\_UNIT field value, the system will use the Business Unit specified on Allocation Request page to select basis rows.

For our example, the Basis Record Type is "Ledger Group" and the Basis Ledger is "ACTUALS." The Basis Fields include only the "Department." The amount in the pool will be spread evenly over 1103001, 1103002 and 1103003.

## ALLOCATION TARGET PAGE

Type
Pool
Basis
Target
Offset
Output Options
Round Options

SetID: STATE Step: FISCAL

Effective Date
Find | View All
First 1 of 1 Last

Effective Date: 09/01/2002 Status: Active Description: Fiscal Allocation

Target Record

Target Record Type: Journal Records Target Ledger: ACTUALS

Time Span: PER Basis Span Opt: Combine Periods for Basis Target Span Opt: Divide Target Across Period

Specify Field Values
Customize | Find | View All | First 1-4 of 4 Last

| *Field Name    | *Source | Field Mapping | Value / Mask |
|----------------|---------|---------------|--------------|
| Account        | Pool    |               |              |
| Class Field    | Value   |               | 11030        |
| Department     | Basis   |               |              |
| Operating Unit | Value   |               | 110          |

Save Return to Search Notify Add Update/Display Include History Correct History

### Target Record Type

Select one of the following:

- For *Journals Records*, specify a ledger group name. The system uses this definition to determine the journal line record name and other characteristics (such as calendar, MultiBook, and base currency).
- If the target is *Any Table*, specify the record name in the edit box that appears.

### Time Span

Use to specify the output for a single or multiple accounting periods for the target. Relative TimeSpans such as *PER* (current period activity) will create the target relative to the As of Date specified on the Allocation Request page.

If your Target Record Type is *Journals Records*, you must specify the TimeSpan value.

If your target record is a table that has both FISCAL\_YEAR and ACCOUNTING\_PERIOD fields, you have the option to specify the Time Span value.

If your target record is a table that does *not* have both FISCAL\_YEAR and ACCOUNTING\_PERIOD fields, you cannot specify the Time Span value. If you do not specify the Time Span value, the system populates both FISCAL\_YEAR and ACCOUNTING\_PERIOD with a zero value in your target record.

### Basis Span Opt (basis span

PS –General Ledger

If you use a multi-period Time Span for your basis *and* target. you must

### option)

specify the **Basis Span** field as one of the following:

- *Combine Periods for Basis* — Combines the basis amounts for each period defined by the TimeSpan into one *virtual period*, producing a single amount.
- *Split Basis by Period* - Maps the basis amount for each period one-to-one with the target periods. For this reason, the number of periods in your basis and target TimeSpan must match. When you select this option, the **Target Span Opt** field becomes inactive.

### Target Span Opt (target span option)

If you select a multiple period TimeSpan for the target, you must specify the **Target Span Opt** field when the basis TimeSpan is either a single period or multiple periods (the Basis Span Opt is *Combine Periods for Basis*):

- *Repeat Target Each Period* — Repeats the entire target amount for each period defined in the TimeSpan.
- *Divide Target Across Periods* - Divides the target amount by the number of periods defined in the TimeSpan and distributes it equally to each period.

### Field Name

If your target record is Journals, your target record name is actually the Journal Line Record name defined on the Ledger Template for the Ledger Group. The **Field Name** prompt table will list all fields in the target record

The system will validate the Field Name entered against the record when you save this Allocation Step definition.

### Source

Provides a convenient way to populate the target field values, particularly if their values are from the pool or basis records. You need not re-enter them here—just prompt for the appropriate option and choose from the following:

- *Pool* - Uses the field values from pool records.
- *Basis* - Uses the field values from basis records.
- *Group By* - Uses the matched field values from both the pool and basis records.
- *Value* - Specifies a fixed value for the target field. You can use this only for character- or date-type fields. You should enter a fixed date in one of these formats: mmddyy, mm/dd/yy, or mm/dd/yyyy. If you select this option, you enter the value in the Value/Mask field.
- *Begin Pd* - Uses the beginning date for the target accounting

period. If you use this option, the target TimeSpan *must* be populated. Otherwise, the system cannot populate a date value.

- *EndPeriod* - Uses the end date for the target accounting period. If you use this option, the target TimeSpan *must* be populated. Otherwise, the system cannot populate a date value.
- *Req Date* - Uses the As of Date specified on the Allocation Request page.
- *Seq Num* - Uses the next field sequence number for the target records. The Allocations process will select the maximum field sequence number for the specified target criteria and increment the number by 1. This option is used if the Target Record Type is *Any Record*.

## Field Mapping

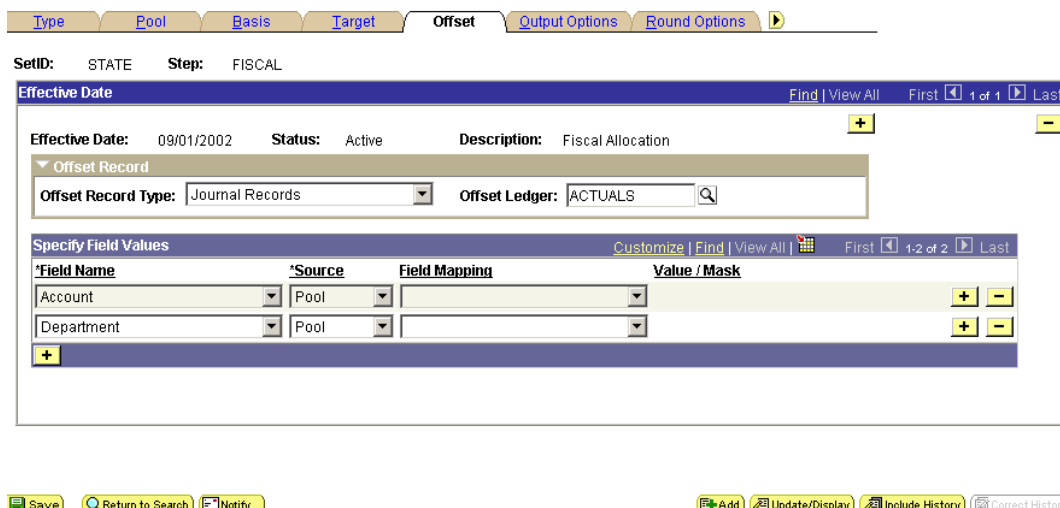
If the Source is from *Pool*, *Basis* or *Group by*, you can specify Field Mapping for those occasions when the Field Name for the pool or basis record differs from the field name in the target record. For example, this could occur if the Product field value for the target record must come from the Project field value of the pool record.

## Value/Mask

If you specify a fixed value for the Source, use this field for character or date-type fields. You can enter a fixed date in one of these formats: mmddyy, mm/dd/yy, or mm/dd/yyyy.

In our example, the Target Record Type is “Journal Records” and the Target Ledger is “ACTUALS.” Also the TimeSpan is “PER.” The specified Field Values are as shown on the screen shot above.

## ALLOCATION OFFSET PAGE



The screenshot shows the 'Allocation Offset Page' with the following details:

- Tabs:** Type, Pool, Basis, Target (selected), Offset, Output Options, Round Options.
- SetID:** STATE, **Step:** FISCAL
- Effective Date:** 09/01/2002, **Status:** Active, **Description:** Fiscal Allocation
- Offset Record Type:** Journal Records, **Offset Ledger:** ACTUALS
- Specify Field Values Table:**

| *Field Name | *Source | Field Mapping | Value / Mask |
|-------------|---------|---------------|--------------|
| Account     | Pool    |               |              |
| Department  | Pool    |               |              |
- Buttons:** Save, Return to Search, Notify, Add, Update/Display, Include History, Correct History.

## Offset Record Type

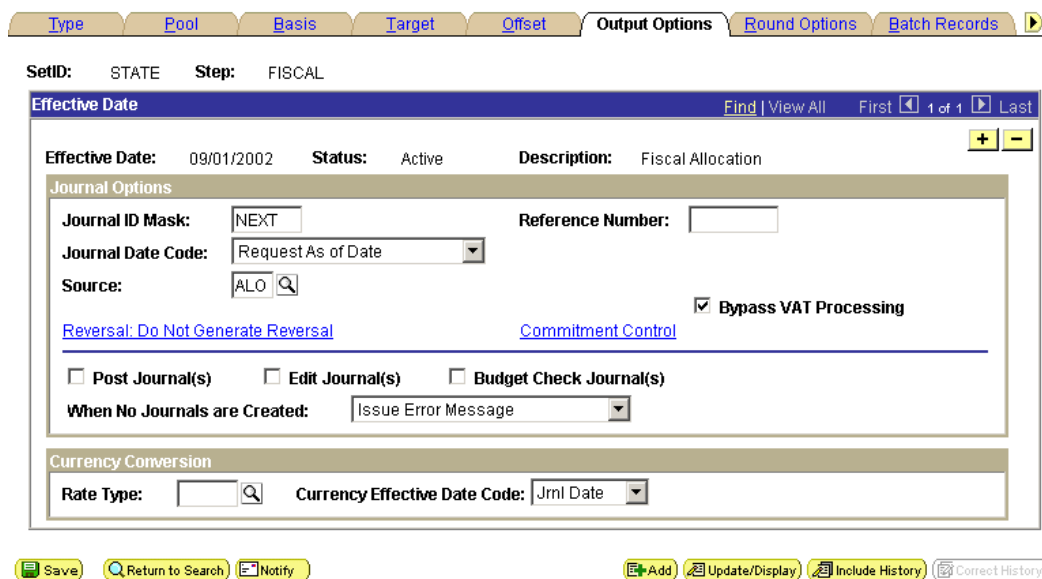
Select *Journals Records or Any Table*. For Journals, specify the ledger group name. The system uses this definition to determine the journal line record name and other characteristics (such as calendar, MultiBook, and base currency). If the offset is a table, specify the record name in the edit box that becomes available.

## Specify Field Values

In the group box specify the offset field values in the manner you would for the target.

In our example, values used are shown on the screen shot above.

## ALLOCATIONS OUTPUT OPTIONS PAGE



## Journal ID Mask

If your Target or Offset is a Journal on the Allocations — Target or Allocations Offset pages, you must define the Journal Options.

The Journal ID Mask enables you to specify a prefix for naming allocation journals. A 10-character alphanumeric ID identifies journals. The system automatically appends the prefix that you specify to the journal IDs. For example, if you specify your Journal ID Mask to be ALLOC, your allocation Journal IDs might be ALLOC00001, ALLOC00002, and so on. Alternatively, the value *NEXT* causes the system to assign the next available journal ID number automatically.

**Warning! Be sure to reserve a unique mask value for Allocations to ensure that no other process creates the same Journal ID.**

|                          |   |
|--------------------------|---|
| <b>Reference Number</b>  | Enables you to refer each journal back to a document, person, invoice, date, or any other piece of information that is helpful to you when you track the source of the transaction.   |
| <b>Journal Date Code</b> | <p>You can assign a value based on the following options:</p> <p><i>Request As of Date</i> - Uses the As of Date specified in the Allocation Request page. As a result, the system dates all journals the same day as the allocation request. If you use the As of Date and the date is a not a working calendar day that you defined on the Business Calendars page, the system adjusts the date to the next working calendar day. If the next day is in the next period, it adjusts the date to the prior working day.</p> <p><i>Beginning of the Period</i> - Uses the beginning day of the period(s) defined in the target TimeSpan.</p> <p><i>End of the Period</i> - Uses the last day of the period(s) defined in the target TimeSpan.</p> |

---

**Note.** You must use either the *Beginning of the Period* or *End of the Period* journal date options if you use multiple-period TimeSpans for your target.

---

|                  |   |
|------------------|---|
| <b>Reversal:</b> | <p>You can set up a reversing entry for the current allocation by selecting the applicable option, which is then displayed in the link. The valid options are:</p> <p><i>Beginning of Next Period</i> - Creates a reversing entry dated the first business day of the next accounting period. It uses the business calendar that you assigned to the business unit on the General Ledger Definition - Definition page to determine the first business day.</p> <p><i>Do Not Generate Reversal</i> - The Allocation process does not create the reversal entry but it does mark the allocation journals with the reversal code. When the allocation journals are posted later in a separate process, the system creates the reversal entry.</p> <p><i>End of Next Period</i> Creates a reversing entry dated the last business day of the next accounting period. It uses the business calendar that you assigned to the business unit on the General Ledger Definition — Definition page to determine the last business day.</p> <p><i>Next Day</i> Creates a reversing entry dated the next business day. It uses the Holiday List ID that you assigned to the business unit on the General Ledger Definition - Definition page to determine the next business day. If the business unit is not assigned a Holiday List ID, the reversing entry will be dated the next day.</p> <p><i>Adjustment Period</i> Creates a reversing entry to the adjustment period you select. Click in the drop-down list to display a list of valid adjustment</p> |
|------------------|---|

periods (as defined on the Detail Calendar). When you select this option, you also need to enter the Reversal Date. The Reversal Date is used to populate the journal date and fiscal year of the reversing entry

*On date specified by user* Enables you to select any date in the calendar. When you select this option, you also need to enter the Adjustment Period and Reversal Date. If you enter a date on a non-working day and there is a Holiday List ID assigned to the business unit, you will get an error message. The system will not reset the reversal date, and you must re-enter a date that is a working day.

**Source** Enter the journal Source. Unless you specify otherwise, the Journal Source defaults to ALO (Allocations).

**Document Type** If you run the Allocation process for a Business Unit for which you have enabled Document Sequencing, you must select a Document Type. If you do not select a Document Type, you receive an error. We recommend that if some of your business units require Document Sequencing, you assign a Document Type to your allocation rules regardless of whether you have enabled Document Sequencing for that business unit. If you have not enabled Document Sequencing for any of your business units, the Document Type field is unavailable.

**Post Journal(s)** Click to post the journals. If you select this option, the system automatically selects the Edit Journal(s) and Budget Check Journal(s) check boxes. You can clear the Budget Check Journal(s) check box if you want to run the Budget Processor later to update the commitment control ledgers.

**Edit Journal (s)** Select to edit the journals that the Allocation process creates so that you do not have to edit them later in a separate process. You select this option when you want to edit journals without posting them. Typically, you select this option in a multiple-step Allocation process where the pool amount for the next step comes from the target of the previous step. If journals are not posted, the ledger is not updated. The next multiple step then draws erroneous data from the ledger. If you select this option, the Allocations process calls the Journal Edit process (GL\_JEDIT) first to edit the journals.

If the journals fail in the Journal Edit process, the system does not post them to the ledger and the allocation process issues an error message "Allocation step ... is complete with journal created but not posted." Journals can fail Journal Edit for many reasons, including invalid ChartFields, balancing by ChartField, or ChartField combination edit. After you determine the cause of the problem, you might have to change your allocation step definition to avoid it.



## Budget Check Journal(s)

Click the check box to run the Budget Processor to budget check journals for the commitment control ledgers. This option is available only if you enabled the commitment control option. If you select this option, the system automatically selects Edit Journal. You must edit journals before you budget check them.

## When No Journals are Created

Specify what you want the Allocations process to do:

Issue the No Journal Msg (message) Type Error message

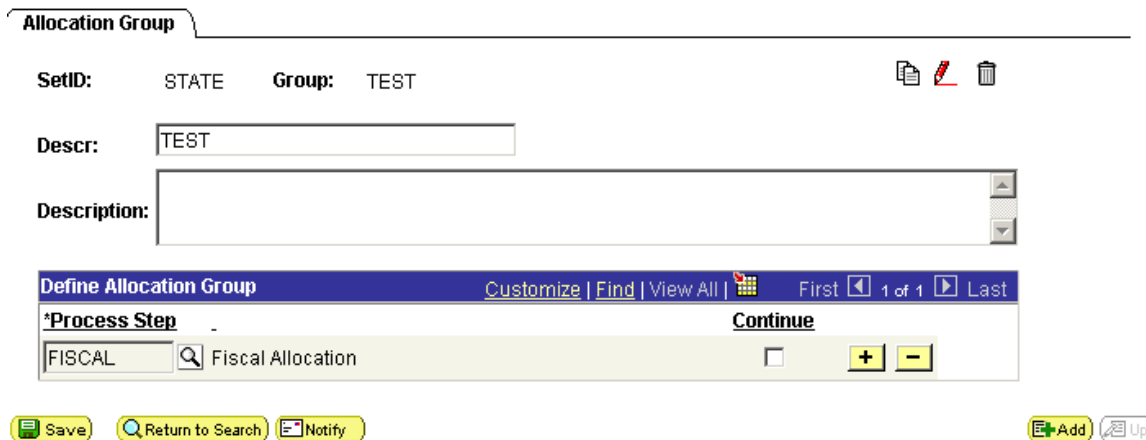
Issue the No Journal Msg (message) Type Warning message

## Commitment Control

If you have implemented Commitment Control, click the Commitment Control link to select from various Commitment Control options. Typically the radio button for “Actuals and Recognized” should be selected. The system also defaults Budget Entry Type of “Original.” There will not be a need to change these values.

## STEP 2: DEFINE ALLOCATION GROUP

Navigation: *Allocations > Set Up and Perform Allocations > Define Allocation Group*



**Allocation Group**

SetID: STATE Group: TEST

Descr: TEST

Description:

| Define Allocation Group |                   | Customize   Find   View All | First 1 of 1 Last |
|-------------------------|-------------------|-----------------------------|-------------------|
| *Process Step           |                   | Continue                    |                   |
| FISCAL                  | Fiscal Allocation |                             | + -               |

Save Return to Search Notify Add Up

In this step, we include all process steps in order within an Allocation Group. In our example, there is only one step in the Allocation Group.

Once the Step has been added to the group, press .



## STEP 3: ALLOCATION REQUEST

Navigation: *Allocations > Set Up and Perform Allocations > Request Allocation*

At this point, it is necessary to Request the allocation to be run. The following page shot shows the values used in this allocation request.

**Request**

Run Control ID: ADHOC [Report Manager](#) [Process Monitor](#) [Run](#)

As of Date: 03/13/2003

| Process Request Parameters |       |                |                |            |                            |             |
|----------------------------|-------|----------------|----------------|------------|----------------------------|-------------|
| *Process Frequency         | *Unit | *Process Group | *Req Date Optn | As of Date | *Output Options            | Description |
| 1 Always                   | STATE | TEST           | As-Of Date     | 02/28/2003 | Create Calc Log and Output | TEST        |

[Save](#) [Return to Search](#) [Notify](#)

Once the values are entered, press [Run](#) which takes you to the following process scheduler page.

### Process Scheduler Request

User ID: kreynolds Run Control ID: ADHOC

Server Name:  Run Date: 03/13/2003

Recurrence:  Run Time: 3:28:19PM [Reset to Current Date/Time](#)

Time Zone:

| Process List                        |                   |              |                    |       |         |
|-------------------------------------|-------------------|--------------|--------------------|-------|---------|
| Select                              | Description       | Process Name | Process Type       | *Type | *Format |
| <input checked="" type="checkbox"/> | PS/GL Allocations | GL_ALLOC     | Application Engine | Web   | TXT     |

[OK](#) [Cancel](#)

Press [OK](#).

You can check on the process by selecting the Process Monitor hyperlink. Once the process is completed, you should be able to see the journal entry.

## STEP 4: REVIEW JOURNAL ENTRY

*Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries*

On the Find an Existing Value tab, type in the business unit and Source "ALO". You should see all journal entry lines related to allocations.

### Journal Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)

Business Unit: [=] STATE

Journal ID: begins with


Journal Date: [=]

Line Business Unit: [=]

Journal Header Status: [=]

Budget Checking Header Status: [=]

Source: [=] ALO

[Basic Search](#)  [Save Search Criteria](#)

### Search Results

[View All](#)

First  1-3 of 3  Last

| Business Unit | Journal ID | Journal Date | UnPost Sequence | Line Business Unit | Journal Header Status | Budget Checking Header Status | Ledger Group | Source | Currency Code | Journal Total Lines | Journal Total Debits | Journal Net Statistical Units | Description                       |
|---------------|------------|--------------|-----------------|--------------------|-----------------------|-------------------------------|--------------|--------|---------------|---------------------|----------------------|-------------------------------|-----------------------------------|
| STATE         | 0000000179 | 09/30/2002   | 0               | STATE              | Unposted              | Valid                         | ACTUALS      | ALO    | USD           | 4                   | 1000                 | 0                             | <a href="#">Fiscal Allocation</a> |
| STATE         | 0000000179 | 09/30/2002   | 1               | STATE              | Posted                | Valid                         | ACTUALS      | ALO    | USD           | 4                   | -1000                | 0                             | <a href="#">Fiscal Allocation</a> |
| STATE         | 0000000240 | 09/30/2002   | 0               | STATE              | Posted                | Valid                         | ACTUALS      | ALO    | USD           | 4                   | 1000                 | 0                             | <a href="#">Fiscal Allocation</a> |

At this point, open the journal entry to review and process. The entry must be edited, budget checked, and posted.

**Note: The entry will be created without the interunit balancing entries. Upon running the edit process, the balancing entries will be created.**

## APPENDIX A - JOURNAL AND BUDGET STATUSES

The Status of a Journal Entry can be determined by analyzing the Journal Status and the Budget Status that are listed at the bottom of the Journal Entry page.

The Journal Status identifies the status of the Journal Entry in relation to the GL. Options include:

**N** – No Status - Needs to be edited

**E** – Error                      The “Edit Check” process was performed on the Journal Entry and invalid data was found. The Journal Entry is suspended until the error is corrected or the Journal Entry is deleted.

**V** – Valid                      The “Edit Check” process was performed on the Journal Entry and all data was valid.

**P** – Posted                      Journal was posted to the General Ledger

**D** – Deleted                      Journal has been deleted.

**U** – Unposted                      Journal has been unposted.

**T** – Incomplete                      Journal is incomplete.

**M** – SJE Model                      Journal is a valid SJE model. Do not post it.

The Budget Status (Commitment Control Module Status) identifies the status of the Journal Entry in relation to the Budget Ledger. Options include:

**N** – Not budget checked. The budget check process has not been performed on journal.

**E** – Error                      The budget check process was performed on the Journal Entry and invalid budget data was found. The Journal Entry is suspended until the error is corrected or the Journal Entry is deleted.

**V** – Valid.                      The budget check process was performed on the Journal Entry and all budget data and amounts were valid. The Journal Entry data was posted to the appropriate budget ledger.

## APPENDIX B - JOURNAL ENTRY LIFE CYCLE

There are four steps to processing a Journal Entry to update to the PeopleSoft General Ledger: (1) Creation, (2) Edit Checking, (3) Budget Checking, and (4) Posting. The following is a discussion of the statuses that may appear on each journal entry.

**NOTE: If the results of step 2 are valid, step 3 is automatically invoked. Also, steps 2 through 4 can be on a journal entry by journal entry basis, or in batch mode.**

Step 1: Creation of the Journal Entry. No Journal Status or Budget Status at this point. A Journal Entry can be created and saved even if it is incomplete, out of balance, or contains invalid data.

| ▼ Totals  |             |              |               |                |               |
|---|-------------|--------------|---------------|----------------|---------------|
| Customize   Find   View All   First 1 of 1 Last |             |              |               |                |               |
| Unit  | Total Lines | Total Debits | Total Credits | Journal Status | Budget Status |
| HCSSC   | 2           | 50.00        | 50.00         | N              | N             |

Journal not edit checked – Journal Status = N

Journal not budget checked – Budget Status = N

Step 2: Edit check the Journal Entry. This editing process ensures, among other things, that the ChartField values are valid, debits equal credits for each business unit, fund type and class - funding, ChartField combinations are valid, and the accounting period is valid (open).

If the edit check is valid errors the following statuses will be seen at the bottom of the journal lines page.

| ▼ Totals  |             |              |               |                |               |
|---|-------------|--------------|---------------|----------------|---------------|
| Customize   Find   View All   First 1 of 1 Last |             |              |               |                |               |
| Unit  | Total Lines | Total Debits | Total Credits | Journal Status | Budget Status |
| HCSSC   | 2           | 10.00        | 0.00          | E              | N             |

Journal Failed Edit Checking – E (Error)

Journal with No Budget Status – N (Not Validated)

Once the edit check is marked valid, the budget check process is automatically invoked.

Step 3: Budget Check the Journal Entry. This editing process ensures that Journal Entry transactions are posted to valid budget ChartField strings and that budget balances are not exceeded. A Journal Entry cannot be Budget Checked until it has successfully passed Edit Checking.

If the budget check is valid the following statuses are shown at the bottom of the journal lines page.

| ▼ Totals  |             |              |               |                |               |
|---|-------------|--------------|---------------|----------------|---------------|
| Customize   Find   View All   First 1 of 1 Last |             |              |               |                |               |
| Unit  | Total Lines | Total Debits | Total Credits | Journal Status | Budget Status |
| HCSSC   | 2           | 5.00         | 5.00          | V              | V             |

Journal Passed Edit Checking – V (Valid)

Journal Passed Budget Check – V (Valid)

If the budget check identified an error, the following statuses are shown at the bottom of the journal lines page.

| Totals |             |              |               |                |               | Customize   Find   View All   First 1 of 1 Last |
|--------|-------------|--------------|---------------|----------------|---------------|---|
| Unit   | Total Lines | Total Debits | Total Credits | Journal Status | Budget Status |   |
| HCSSC  | 2           | 5.00         | 5.00          | V              | E             |   |

Journal Passed Edit Checking – V (Valid)

Journal Failed Budget Check – E (Error)

Step 4: Post the Journal Entry. Once a Journal Entry has passed both Edit Checking and Budget Checking, it is available for posting to the GL. Once the Journal Entry is posted no amounts or data can be edited (they are “grayed out”).

| Totals |             |              |               |                |               | Customize   Find   View All   First 1 of 1 Last |
|--------|-------------|--------------|---------------|----------------|---------------|---|
| Unit   | Total Lines | Total Debits | Total Credits | Journal Status | Budget Status |   |
| HCSSC  | 2           | 5.00         | 5.00          | P              | V             |   |

Journal Posted to GL – P (Posted)

Journals created from the sub-modules (via Journal Generation) can be process through to posting during journal generation. Thus, as long as there are no errors in the journal generation processing, the status of each AP journal should be as follows:

| Totals |             |              |               |                |               | Customize   Find   View All   First 1 of 1 Last |
|--------|-------------|--------------|---------------|----------------|---------------|---|
| Unit   | Total Lines | Total Debits | Total Credits | Journal Status | Budget Status |   |
| HCSSC  | 2           | 5.00         | 5.00          | P              | V             |   |

Journal Status – P (Posted)

Budget Status - V (Valid per Accounts Payable module)